Operating Instructions

Facsimile Reference
<Advanced Features>

c1-fax-350.tif

For safe and correct use of this machine, please be sure to read the Safety Information in the Copy Reference before you use it.
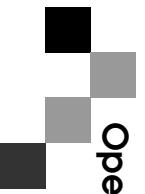
Operating Instructions Facsimile Reference <Advanced Features>

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0
- The product name of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

📎 Note
❒ Manuals provided are specific to machine type.
❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
❒ Three CD-ROMs are provided:
  • CD-ROM 1"Operating Instructions for Printer/Scanner"
  • CD-ROM 2"Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.) and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features> (this manual)**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.

- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Setup]** menu when DeskTop-Binder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Setup]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.

- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Set-up]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PostScript3 Supplement (PDF file - CD-ROM1)
- UNIX Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

TABLE OF CONTENTS

1. Transmission Mode

2. Communication Information

3. Other Transmission Features

4. Reception Features

5. Using Fax with Computers

6. Facsimile Features

7. Key Operator Setting

8. Solving Operation Problems

9. Appendix

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *Copy Reference*.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *Copy Reference*.

* The statements above are notes for your safety.

⚙Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

▤ Preparation

This symbol indicates information or preparations required prior to operating.

✐ Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

♟ Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

⌕Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

[   ]

Keys and buttons that appear on the computer's display.

【   】

Keys built into the machine's control panel.

Names of Major Options

The following software products are referred to using a general name:

- DeskTopBinder V2 Lite and DeskTopBinder V2 Professional → DeskTop-Binder V2 Lite/Professional

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax message until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

Nd1x01e4.eps

Transmitter

Receiver

Send Later
at 21:00 (9:00PM)

ND1X01E4
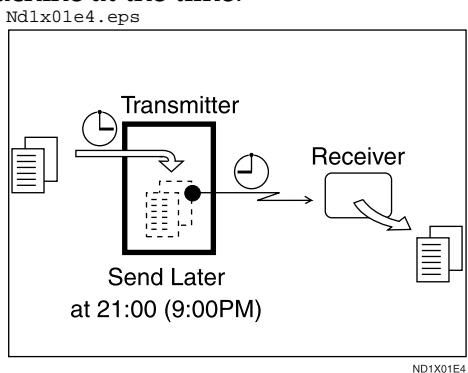
If you have a non-urgent fax, select Send Later when you scan it. Faxes will be queued in memory and sent during Economy Transmission Time.

⚠️**Important**

❒ After the machine has been switched off for about one hour, all fax messages stored in memory are lost. If messages are lost for this reason, a Power Failure Report is automatically printed when the main power switch is turned on. Use this report to identify lost messages.

❗ **Limitation**

❒ This function is unavailable with Immediate Transmission. Use Memory Transmission.

📝 **Note**

❒ You can specify a time within the next 24 hour period.

❒ If the current time shown is not correct, change it. See "Timer Settings", *General Settings Guide.*

A **Place the original, and then select the scan settings you require.**

🔎 **Reference**

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.25 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [TX Mode].**

FAX601.tif

```
⏻Ready                100%
Set original, specify dest.
☎_                    Ttl.0
   ☎/✎   │  Tone  │ TX Mode
```

C **Select [Send Later] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX667.tif

```
▤TX Mode          1/2  ⬍OK
Send Later
TX by User Code
E-mail Options
```
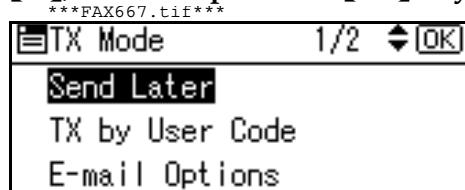
D **Select [Send at specified time] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX668.tif

```
Send Later:       1/1  ⬍OK
 Send at specified time
 Off
```

3
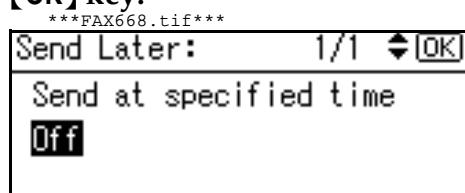
📎 **Note**

❒ To cancel the setting, select **[Off]**, and then press the **【OK】** key. The display returns to that of step **🖪**.

🖪 Enter the time using the number keys, and then press [AM/PM].

```
***FAX669.tif***
```
```
Start Time:              [OK]
Enter time
              12:00 AM
  AM/PM    | <Current03:53PM>
```

📎 **Note**

❒ If you enter a wrong number, press the **【Clear/Stop】** key, and then reenter.

❒ To cancel Send Later, press the **【Cancel】** key. The display returns to that of step **🖪**.

🖪 Press the 【OK】 key.

```
***FAX670.tif***
```
```
≣TX Mode          1/2  ♦[OK]
◁Send Later
 TX by User Code
 E-mail Options
```

🖬 Press the 【Cancel】 key.

The standby display appears.

📎 **Note**

❒ To check the settings, press **[TX Mode]**.

🖪 Specify a destination, and then press the 【Start】 key.

4

User Transmission

This function allows you to check each user or department's transmission history. To use the function, you need to program a user code (eight digits max.) for each user or department, to be entered before transmission. See *General Settings Guide*.

If a user code set with an e-mail address is specified, a transmission result e-mail can be sent.

✐ Note

❒ You can program codes of up to 8 digits for a maximum of 50 users and/or departments.

❒ You can enter user codes or names into various lists or reports.

❒ You can program transmission operations in User Function key. User Function key let you skip steps **B** and **C**.

❒ When you send an Internet Fax document using the user code with e-mail address programmed and "Regist. as Sender" set to **[On]**, the following sender name appears on the e-mail received at the other end. For details about settings, see "User Code (MFP)", *General Settings Guide*.

- When User Name is programmed in the user code:
  User Name<E-mail address programmed in the user code>

- When User Name is not programmed in the user code:
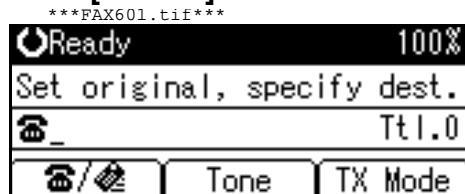 E-mail address programmed in the user code

A **Place the original, and then select desired scan settings.**

🔎 Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.25 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [TX Mode].**

FAX601.tif

```
⟳Ready                    100%
Set original, specify dest.
☎_                         Ttl.0
    ☎/✐    │  Tone  │ TX Mode
```
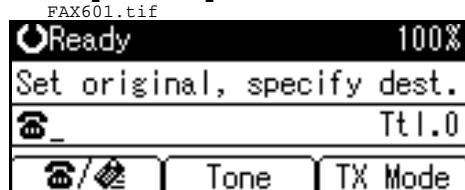
C **Select [TX by User Code] using [▲] or [▼], and then press the [OK] key.**

FAX667.tif

```
▤TX Mode          1/2  ⬍ OK
    Send Later
    TX by User Code
    E-mail Options
```

D **Using the number keys enter a user code (up to eight characters).**

FAX671.tif

```
TX by User Code:          OK
Enter code with No. keys
    ┌─────────────┐
    │_            │
    └─────────────┘
```
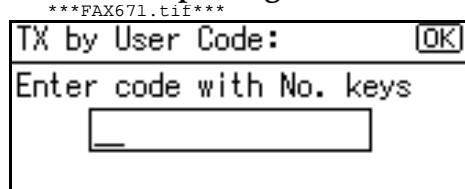
✐ Note

❒ Entered character is shown by *.

❒ If you enter a wrong code, press the [Clear/Stop] key, and then try again.

❒ To cancel the operation, press the [Cancel] key. The display returns to that of step **C**.

5

❒ When canceling transmission by user code, to delete the programmed user code, press the 【Clear/Stop】 key, and then the 【OK】 key.

E Press the 【OK】 key.

The display returns to that of step **C**.

FAX672.tif

```
☰TX Mode          1/2  ⬍ OK
  Send Later
🕩TX by User Code
  E-mail Options
```
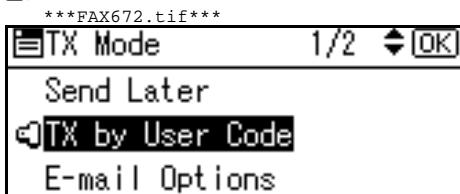
When your e-mail address is programmed with the user code

If your e-mail address is programmed with the user code, you can select whether the machine sends transmission result by e-mail.

A **Select [E-mail] or [Do not E-mail] using 【▲】 or 【▼】, and then press the 【OK】 key or the 【#】 key.**

The display returns to that of step **C**.

FAX673.tif

```
E-mail TX Result: 1/1  ⬍ OK
  E-mail
  Do not E-mail
  User name:Branch B
```

F Press the 【Cancel】 key.

The standby display appears.

📝 **Note**

❒ To check the settings, press **[TX Mode]**.

G Specify a destination, and then press the 【Start】 key.

6

E-mail Options

When using the Internet Fax function, you can make the following settings:

- Attach Subject
  You can enter a subject for the e-mail you want to send.

  ### 🖉 Note

  ❒ For convenience, program frequently used subjects. **[Urgent]** and **[High]** are programmed by default. See "File Transfer", *Network Guide*.

  ❒ If you send e-mail without setting a subject in **[E-mail Options]** under **[TX Mode]**, the subject is automatically inserted. For details about how a subject is automatically inserted, see p.51 "About the E-mail Subject", *Facsimile Reference <Basic Features>*.

  ❒ You cannot send a subject-only e-mail, with no message.

- Return Receipt
  You can confirm sent documents were properly received using notification e-mail or the Journal function.

  ### 🔎 Reference

  p.47 "Transmitting Internet Fax", *Facsimile Reference <Basic Features>*

7

Fax Header Print

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

⚡**Important**

❒ In the USA, the Fax Header must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

🖉 **Note**

❒ You can program a fax header name using the Program Fax Information function.

❒ You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters. (switch 18, bit 0, 1, 2, 3) See p.76 "User Parameters".

❒ You can program one of the User Function keys with operations for this function.

❒ In the USA, law requires that your fax number be included in the Fax Header. Program the fax number and switch on Fax Header Print with User Parameters. See, ⇒ p.76 "User Parameters".

A **Press [TX Mode].**

```
***FAX601.tif***
```

⟳Ready	100%
Set original, specify dest.	
☎_	Ttl.0
☎/✎	Tone	TX Mode
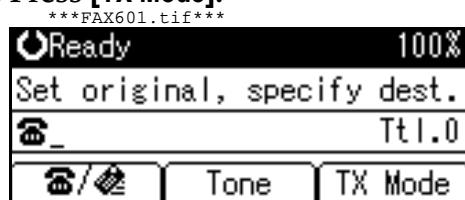
B **Select [Print Fax Header] using [▲] or [▼], and then press the [OK] key.**
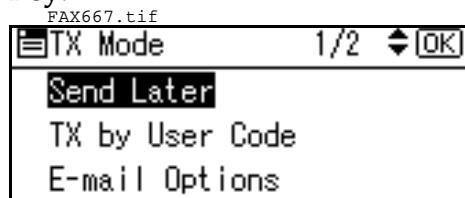
```
FAX667.tif
```

≣TX Mode	1/2 ≑OK
Send Later	
TX by User Code	
E-mail Options	

C **Select [On] using [▲] or [▼], and then press the [OK] key.**

```
***FAX674.tif***
```

Print Fax Header: 1/1 ≑OK
On
Off
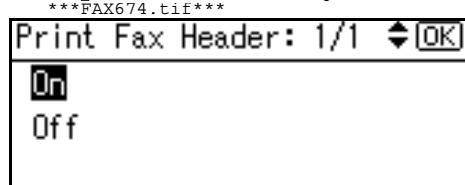
D **Press the [Cancel] key.**

The standby display appears.

🖉 **Note**

❒ To check the settings, press **[TX Mode]**.

Label Insertion

With this function you can have the receiver name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To:".

Note

❒ When there is an image around the area where the Label is to be printed, that image is deleted.

A **Press [TX Mode].**

```
FAX601.tif
```
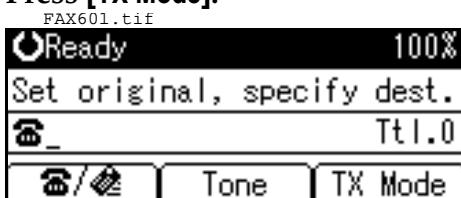

B **Select [Label Insertion] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
FAX667.tif
```
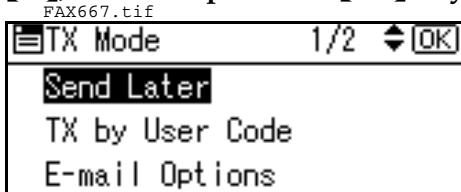

C **Select [Programmed Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**
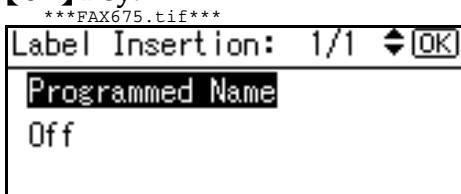
```
***FAX675.tif***
```


D **Press the 【Cancel】 key.**

The standby display appears.

Note

❒ To check the settings, press **[TX Mode]**.

1

2. Communication Information

After you have pressed the 【Start】 key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, print a stored file and print a list of stored files.

- Memory Transmission
  p.16 "Memory Transmission", *Facsimile Reference <Basic Features>*

- Internet Fax Transmission
  p.47 "Transmitting Internet Fax", *Facsimile Reference <Basic Features>*

Canceling a Transmission

You can cancel transmission of a file when the file is being sent or stored in memory. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

🖉 Note

❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.

❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

A **Press the 【Job Information】 key.**

ABZ121S
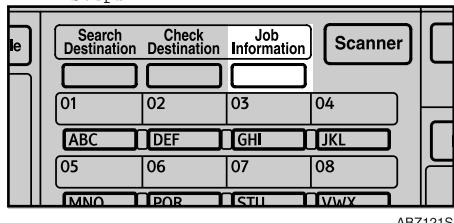
B **Select [Stop Communication] using 【▲】 or 【▼】, and then press the 【OK】 key.**
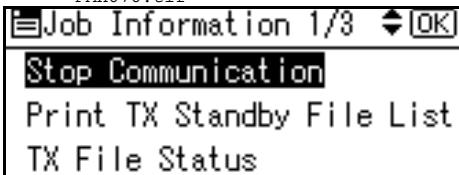
C **Select a file whose transmission you want to cancel using 【▲】 or 【▼】, and then press [Stop TX].**
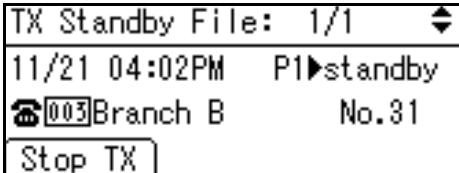
🖉 Note

❒ If multiple destinations were specified, only one destination number appears.

11

D Press [Delete].

```
***FAX678.tif***
```

```
╔══════════════════════════════╗
║ Are you sure you want to     ║
║ delete the document?         ║
║                              ║
║              No   │ Delete   ║
╚══════════════════════════════╝
```
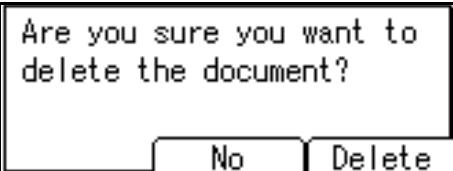
The selected file is deleted. The display returns to that of step B.

🖉 Note

❒ To quit transmission cancel, press **[No]**.

❒ To cancel another transmission, repeat from step B.

E Press the 【Cancel】 key.

The standby display appears.

12

Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

❒ The contents of a file stored in memory can also be printed. See p.16 "Printing a File (Print TX Standby File)".
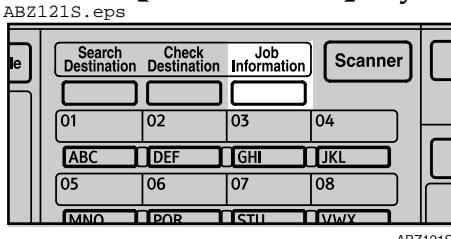
A **Press the 【Job Information】 key.**

ABZ121S.eps

ABZ121S

B **Select [Print TX Standby File List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX676.tif

C **Press the 【Start】 key.**

FAX679.tif
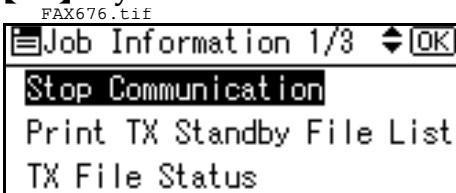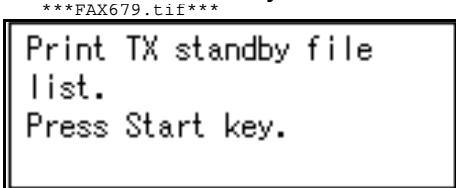
The display returns to that of step **B**.

Note

❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **B**.

D **Press the 【Cancel】 key.**

The standby display appears.

Note

❒ You can print a transmission standby file list using facsimile features, see p.65 "Print List/Report" for details.

13

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

Note
❐ Only the transmission result of the last 100 communications (receptions & transmissions) are shown.

❐ You can also check the transmission result using Web browser. For details, see Web browser Help.

❐ If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.

❐ You can program one of the User Function keys with operations for this function. User Function key let you skip steps A and B. In this case, however, you cannot print a journal.

A Press the 【Job Information】 key.

ABZ121S.eps
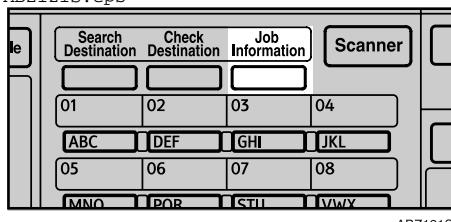
ABZ121S

B Select [TX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX676.tif

```
≣Job Information 1/3  ♦ OK
Stop Communication
Print TX Standby File List
TX File Status
```

C Check the transmission results using 【▲】 or 【▼】.

FAX680.tif

```
TX Status:    1/11    ♦ OK
11/21 04:06PM    P1▶trnsmtd
☎Branch B           No.33
  Print
```
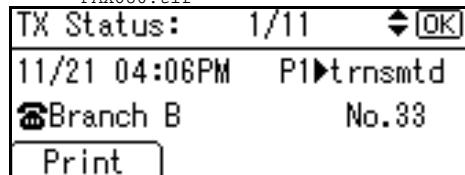
Firstly, the latest transmission result appears.

Note
❐ When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of a receiver. The e-mail address and name programmed in the destination list appears in the "To" field of the sent Internet Fax. For a transmission from a computer, "-- LAN-Fax -->" is shown.

❐ To print the journal, press [Print].

D Press the 【Cancel】 key twice.

The standby display appears.

Reference

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

✎ Note

❒ Only the reception result of the last 100 communications (receptions & transmissions) are shown.

❒ You can also check the reception result using Web browser. For details, see Web browser Help.

❒ If a message is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.

❒ You can program a User Function key with operations for this function. User Function keys let you skip steps ◻ and ◻. In this case, however, you cannot print a journal.

A Press the 【Job Information】 key.

ABZ121S.eps
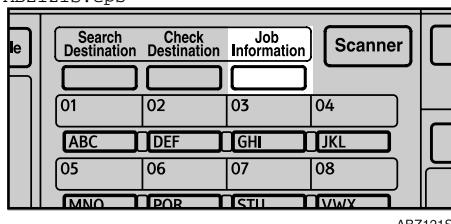
ABZ121S

B Select [RX File Status] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX676.tif
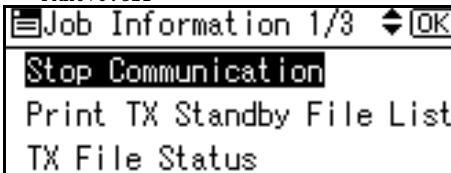
C Check the reception results using 【▲】 or 【▼】.

FAX680.tif
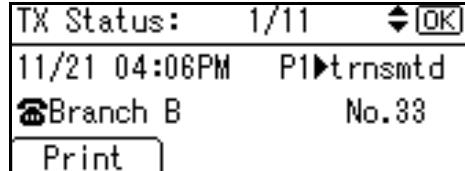
Firstly, the latest reception result appears.

✎ Note

❒ When a fax is received, Transmission Status shows the fax number of a sender or Fax Header information. The sender's e-mail address appears in the "From" field of the received Internet Fax.

❒ To print the journal, press 【Print】.

D Press the 【Cancel】 key twice.

The standby display appears.

℘ Reference

2

15

Printing a File (Print TX Standby File)

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

Note

❒ You can also print files that have not been successfully transmitted.

A Press the 【Job Information】 key.

ABZ121S.eps
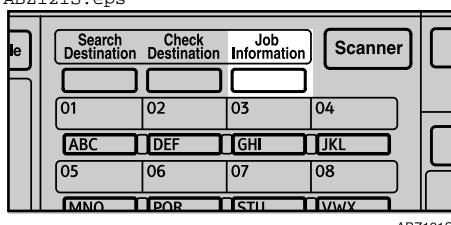
ABZ121S

B Select [Print TX Standby File] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX676.tif


```
≣Job Information 1/3  ♦OK
Stop Communication
Print TX Standby File List
TX File Status
```
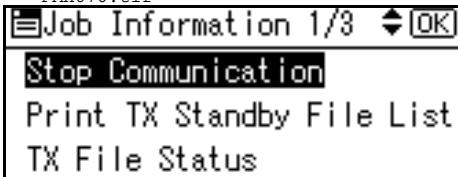
C Select the file you want to print using 【▲】 or 【▼】.

FAX682.tif

```
Standby File:     1/1    ♦
11/21 04:11PM   P1▶standby
☎12345           No.38
 Print
```
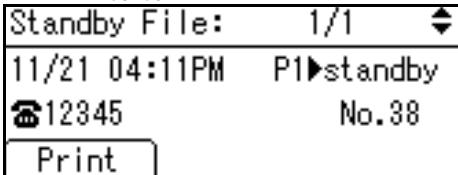
Firstly, the latest transmission standby file appears.

Note

❒ If there is no transmission file, the message "No standby files." is shown.

D Press [Print].

The display returns to that of step B.

E Press the 【Cancel】 key.

The standby display appears.

Note

❒ Repeat from step B, if you want to print another file.

Printing a File Received with Memory Lock (Print Memory Lock File)

This is a security function designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the Receive File indicator blinks.

📖 **Preparation**

Before using this function, program a Memory Lock ID and set Memory Lock to on. See p.91 "Programming a Memory Lock ID" and p.75 "Memory Lock".

⚠️**Important**

❒ If the power is cut and remain off for more than an hour, all messages protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed, informing you which messages have been deleted. See p.98 "Turning Off the Main Power/In Case of a Power Failure".

📝 **Note**

❒ Even when Memory Lock is available, reception is not possible if free memory is insufficient.

❒ You can also apply a Memory Lock to messages that come only from certain senders. See p.86 "Programming/ Changing Special Senders".

A **Confirm that the Receive File indicator is blinking.**

ABZ122S.eps

ABZ122S

B **Press the 【Job Information】 key.**

ABZ121S.eps

ABZ121S
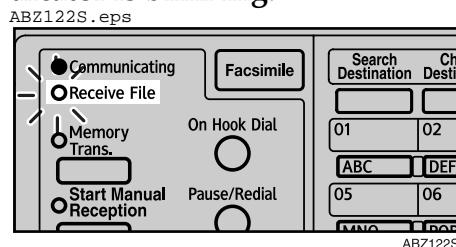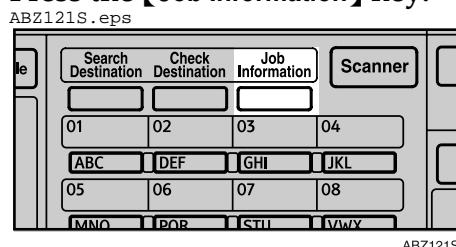
C **Select [Print Memory Lock File] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX676.tif

📝 **Note**

❒ If no confidential messages have been received, the message "There are no memory lock files." is shown, and then the display returns to that of step **C**.

17

D **Enter a 4-digit Memory Lock ID using the number keys, and then press the 【Start】 key.**

FAX683.tif

```
Print Memory Lock:

Enter Mem. Lock ID, Start
         ✱✱✱✱
```

The display returns to that of step **C**.

🖉 Note

❒ If the Memory Lock ID does not match, the message "Specified code does not match the programmed Memory Lock ID. " appears, and then the display returns to that of step **D**.

❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **C**.

E **Press the 【Cancel】 key.**

The standby display appears.

18

Printing the Journal

The Journal contains information about the last 50 communications (maximum) made by your machine. It is printed automatically after every 50 communications (receptions & transmissions).

You can also print a copy of the Journal at any time by following the procedure below.

⚠️Important

❒ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions. You can check a total of 100 communications (receptions & transmissions) on the display.

🖉 Note

❒ The setting on the machine can be changed so that user codes will be printed instead of user names. For more information, contact your service representative.

❒ The sender name column of the Journal is useful when you need to program a special sender. See p.84 "Special Senders to Treat Differently".

❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.76 "User Parameters" (switch 03, bit 7).

❒ You can set whether you print the Journal by line type. See p.76 "User Parameters" (switch 19, bit 1).

❒ You can program a User Function key with operations for this function. User Function keys let you skip steps A and B.

A **Press the 【Job Information】 key.**

ABZ121S.eps
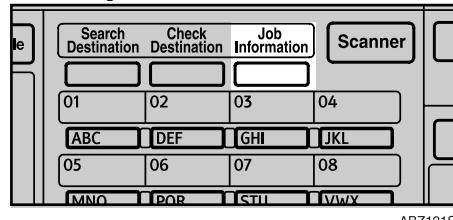
ABZ121S

B **Select [Print Journal] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX676.tif
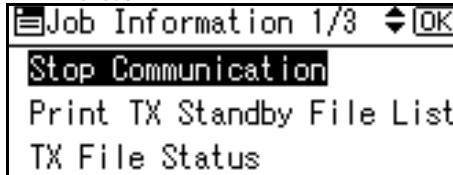
C **Press the 【Start】 key.**

FAX684.tif
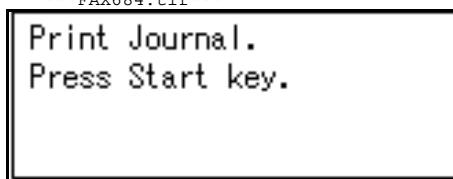
🖉 Note

❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step B.

D **Press the 【Cancel】 key.**

The standby display appears.

2

Journal

`AAN100F.eps`

```
                                                                    1
                                                                           P. 1
                    *  *  *  Journal (Jan. 30. 2004  8:38PM)  *  *  *
                                                                              7
 6                                                                            8
 5                                               Fax Header) ABC.COMPANY      2
 4                                                             (Manual print)
   <TX>
 3   Date    Time    Destination          Mode     TXtime Page Result  Pers. Name          File    11
                                                                                           No.
                                                                                                  10
     Jan. 30. 4:35 AM   NEW YORK OFFICE    G3TESM   0'31"  P.1  OK                          0528    9
              4:36 AM   LONDON OFFICE      G3TESM   0'07"  P.2  OK                          0529
              4:40 AM   PARIS OFFICE       G3TESM   0'01"  P.1  OK                          0530
              8:27 AM   –LAN–Fax–>         *DM      0'02"  P.1  OK        DESIGN            0536
              8:28 AM   NEW YORK OFFICE    G3TEDM   0'53"  P.1  OK        DESIGN            0536
              9:25 AM   aaa@abc.company.com:3  ◈TS  0'01"  P.1  ——                         0537
   <RX>
     Date    Time    Sender              Mode     RXtime Page Result  User Name            File
                                                                                           No.
     Jan. 30. 4:45 PM   PARIS OFFICE       G3RES    0'04"  P.1  OK                          0531
              4:49 PM   NEW YORK OFFICE    G3RESC   0'11"  P.2  OK                          0532
              5:00 PM   LONDON OFFICE      G3RED    0'03"  P.1  OK                          0533
              5:30 PM   LA FACTORY         G3RES    0'02"  P.1  OK                          0534
              5:32 PM   BERLIN OFFICE      G3REF    0'03"  P.1  OK                          0535

     T X  Count     00021                    R X  Count     00020
     #  :  Batch              M  :  Memory    L  :  Send later      @  :  Forwarding
     E  :  ECM                S  :  Standard  D  :  Detail          F  :  Fine
     A  :  RX Notice          *  :  LAN-Fax   +  :  Delivery        Q  :  RX Notice Req.
```

AAN100F

1. Printing date

Shows the date and time when the report is printed.

2. Programmed sender name

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

To prioritize a fax number or name programmed in the destination list, contact your service representative.

- For fax destinations
  Shows the name (for display) programmed by the other end. Shows the programmed fax number if the name (for display) has not been programmed.
  If neither name nor fax number has been programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions. The space will be blank for receptions.

- For Internet Fax destinations
  Shows the e-mail address or name programmed in the destination list for transmissions. Shows the number of the destinations after an e-mail address or a name for broadcasting transmissions.
  When receiving a fax, the e-mail address of the sender for receptions.

6. **Communication mode**

- For fax transmissions and receptions
  After "T" for outgoing fax or "R" for ingoing fax, shows a communication mode.

- For Internet Fax transmissions and receptions
  After ✎ the e-mail symbol, and "T" for outgoing e-mail or "R" for ingoing e-mail, the communication mode appears in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options bears a "Q", whereas "A" appears with reception confirmation e-mails.

7. **Communication time**

Shows time taken for transmissions or receptions.

8. **Number of pages**

Shows the number of pages transmitted or received.

9. **Communication result**

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown.

--: The Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

E: A communication error occurred.

D: Power was disconnected during communication. Not all fax messages were transmitted.

10. **User name**

Shows the user name programmed for user code use restriction or User Transmission.

11. **File number**

Shows file management numbers.

E-mail Reception

You can receive Internet Fax documents manually using the 【**Job Information**】 key. Newly-arrived e-mail is printed out when received manually.

✎ Note

❒ E-mail can also be received manually using the User Function keys. See p.54 "Receiving Internet Fax", *Facsimile Reference <Basic Features>*.

❒ The machine cannot receive e-mail that has attached files. For details about limitations on received e-mail and printed images, see p.54 "Receiving Internet Fax", *Facsimile Reference <Basic Features>*.

A Press the 【Job Information】 key.
ABZ121S.eps

ABZ121S
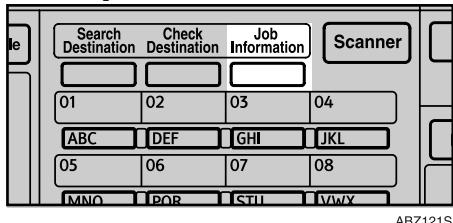
B Select [Manual E-mail Reception] using 【▲】 or 【▼】, and then press the 【OK】 key.
FAX676.tif
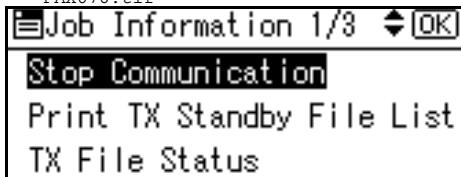
C Press the 【Start】 key.
FAX656.tif

The machine searches the mail server for the new e-mail.

E-mail is in the server

A The e-mail starts printing.

The printed image is saved in memory.
FAX657.tif

E-mail is not in the server

A Press [Exit].
FAX658.tif

The "Job Information" display appears.

3. Other Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

📝 Note

❒ Maximum length of a telephone or fax number: 128 digits.

❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

❒ You cannot use this function with Internet Fax transmission.

(Example) 01133-155533

Assume that 01133 is stored in a Quick Dial key.

A Place the original, and then select the scan settings you require.

B Select from the destination list or the Quick Dial key programmed "01133".

FAX685.tif
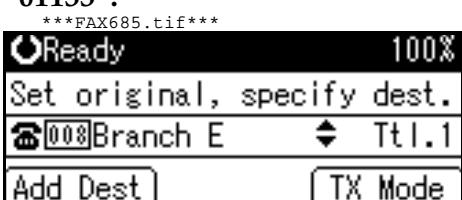
C Press the 【Pause/Redial】 key.

ABZ111S.eps

ABZ111S

FAX686.tif
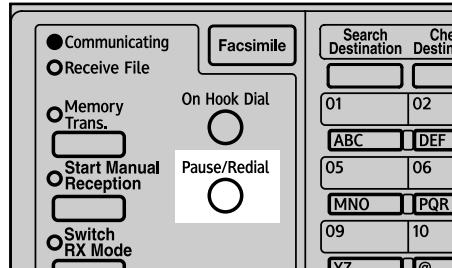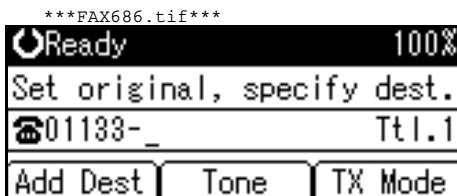
D Enter "155533" using the number keys.

FAX687.tif
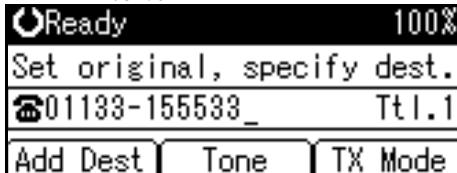
E Press the 【Start】 key.

Redial

The machine stores the last 10 destinations specified. If you want to send a message to a destination which you sent faxes to recently, the Redial function saves you time by finding and entering the destination again.

❖ Limitation

❒ The following kinds of destinations are not stored:

- Quick Dials
- Group Dials
- Forwarding terminal of the Substitute Reception
- Destinations dialed using the external telephone
- Destinations dialed by Redial (regarded as already stored in memory)
- Second and later destinations broadcasted to

❒ To redial a fax number, do not dial any numbers before you press the 【Pause/Redial】 key. If you press the 【Pause/Redial】 key after entering numbers using the number keys, a pause will be entered instead. To redial e-mail address, do not enter any characters before you press **[Manual]**.

✐ Note

❒ Redial can be used to specify Internet Fax recipients.

A **Place the original, and then select the scan settings you require.**

B **Press the 【Pause/Redial】 key.**
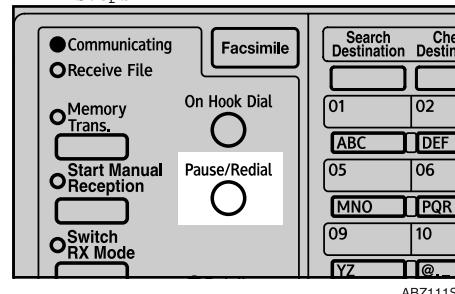
ABZ111S

C **Select the destination you want to redial to using 【▲】 or 【▼】, and then press the 【OK】 key.**


```
Redial:              1/4  ≑ OK
 ☎1234567890▪
 ☎01234567890
 ☎1234567890
```

D **Press the 【Start】 key.**


```
 Ready                      100%
Set original, specify dest.
☎1234567890▪            ≑   Ttl.1
Add Dest  EditDest   TX Mode
```

The transmission starts.

On Hook Dial

The On Hook Dial function allows you to dial while hearing tone from the internal speaker. You can send a fax checking the connection.

✐ Note

❒ This function is unavailable in some countries.

A Place the original, and then select the scan settings you require.

↗ Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.25 "Scan Settings", *Facsimile Reference <Basic Features>*

B Press the 【On Hook Dial】 key.

ABZ112S.eps

ABZ112S
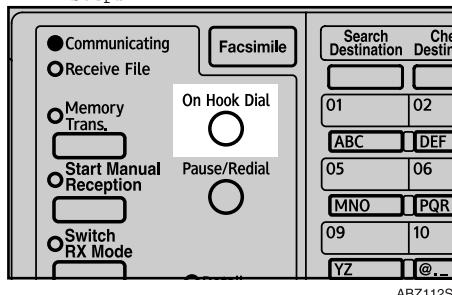
You will hear a low tone from the internal speaker.

✐ Note

❒ If you want to cancel this operation, press the 【On Hook Dial】 key again.

C Dial.

FAX690.tif
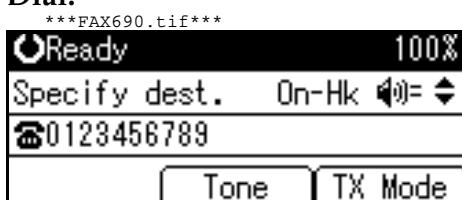
The machine immediately dials the destination.

✐ Note

❒ You can adjust the on-hook sound volume using 【▲】 or 【▼】, in eight increments. As you press 【▲】, it increases and, at the maximum volume level, ▲ changes to △. Conversely, as you press 【▼】, it decreases and, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in "General Settings/Adjust". See p.63 "Adjusting the Volume", *Facsimile Reference <Basic Features>* and p.66 "General Settings/Adjust".

❒ If you make a mistake, press the 【On Hook Dial】 or 【Clear Modes】 key, and then return to step B.

D When the line is connected and you hear a high-pitched tone, press the 【Start】 key.

The transmission starts.

✐ Note

❒ After transmission, the machine returns to standby display.

❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

- -

☼ The optional handset or an external telephone on hook dial

If you have the optional handset or an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【Start】 key, pick up the optional handset or the external telephone and tell the receiver you want to send a fax message (ask them to switch to facsimile mode).

- -

Manual Dial

The optional handset or an external telephone is required.

Pick up the handset of the optional handset or an external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

A **Place the original, and then select the scan settings you require.**

⌕**Reference**

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.25 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Pick up the handset.**

You will hear a tone.

C **Dial.**

```
***FAX691.tif***
```



```
⟳Ready                    100%
Using handset
☎
                  Tone  | TX Mode
```

The machine immediately dials the destination.

✎ **Note**

❒ If you make a mistake, replace the external telephone, and then try again from step B.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.**

The transmission starts.

✎ **Note**

❒ If you hear a voice, tell the receiver that you want to send them a fax message (ask them to switch to facsimile mode).

E **Replace the handset.**

After transmission, the standby display appears.

✎ **Note**

❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

Transmission Features

Detecting Blank Sheet

Upon completion of the first page scanning, an alarm sounds if the page is nearly blank. When this happens, a message appears for a few seconds. The message differs depending on number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:

```
***FAX402.tif***
```

```
Some page(s) are near
blank.

                    Exit
```

- When same pages are left unscanned in Parallel Memory Transmission or Memory Transmission:

```
***FAX403.tif***
```

```
Some page(s) are near
blank.
To cancel, press Stop.
                    Exit
```

When the "Some page(s) are near blank. To cancel, press Stop." message appears, if scanning is continuing, you can cancel the transmission.

🔹 Limitation

❒ The blank sheet-detecting function works only when an original is scanned using the ADF (Auto Document Feeder).

❒ The blank sheet-detecting function is ineffective for second and subsequent pages.

🖉 Note

❒ Even if a near blank sheet is detected, it is transmitted as normal.

❒ You can turn this function on or off with the User Parameter. See p.76 "User Parameters" (switch 11, bit 2).

3

27

More Transmission Functions

If Memory Runs Out While Storing an Original

If memory runs out while storing or sending an original (free space reaches 0%), one of the following messages appears. Press **[Exit]** to transmit stored pages only.

- During Memory Transmission:
  "Memory is full. Scanning will be stopped and only scanned page(s) will be stored."

- During Parallel Memory Transmission:
  "Memory is full. Cannot scan more. Transmission will be stopped."

✐ Note

❒ In default, scanned pages are sent. To change the settings to delete scanned pages, contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

💡 Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to
- With Send Later
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When the first page of an original is placed on the exposure glass

✐ Note

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 07, bit 2).

❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission if there is not enough free memory left.

❒ If you use this function, the Memory Storage Report will not be printed.

❒ If the **[Clear/Stop]** key is pressed, an original will jam or memory will run out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.

❒ When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. See p.31 "Transmission Result Report (Memory Transmission)".

- If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, if a transmission fails, a Communication Failure Report will be printed instead. See p.31 "Transmission Result Report (Memory Transmission)" and p.32 "Communication Failure Report".

- You can also check the transmission result by examining the Journal. See p.19 "Printing the Journal".

- You can either print or scroll through the Journal on the display. See p.14 "Checking the Transmission Result (TX File Status)".

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done five times in five minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report. See p.32 "Communication Failure Report". and p.31 "Transmission Result Report (Memory Transmission)".

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

📎 Note

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 14, bit 2).

❒ If fax memory is overloaded, messages may not be sent in the order they were scanned.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM.

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission ends, the line is used efficiently.

29

Note

❒ Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

JBIG Transmission

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression.

Reference

See p.26 "Original Type", *Facsimile Reference <Basic Features>*

Limitation

❒ This function requires that the other party's fax machine has both the JBIG function and ECM function.

❒ Unavailable when using Internet Fax.

Transmitting Journal by E-mail

Preparation

To transmit the Journal by e-mail, it is necessary to make settings with User Parameters. See p.76 "User Parameters" (switch 21, bit 4).

The Journal is automatically transmitted to an e-mail address of the key operator by every 50 communications. A CSV format Journal is attached to the e-mail. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Important

❒ This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of a key operator before the Journal is transmitted. If the e-mail address of the key operator is not correct, your important Journal may be lost and sent CSV file is not left on the fax machine.

Note

❒ If the key operator's e-mail address is wrong, you may not be able to acquire Journal.

❒ If the Journal in e-mail format fails to be transmitted, the Journal is printed out.

❒ The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40 on 30th, January, 2004 is "JOURNAL 200401301040.csv".

❒ The subject of Journal by e-mail begins with "Journal".

Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of a key operator.

Note

❒ To transmit the Journal, it is necessary to make settings with User Parameters. See p.76 "User Parameters" (switch 21, bit 4).

❒ To set the key operator's e-mail address, see "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

🌻 Limitation

❒ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

🖉 Note

❒ You can turn this report on and off. See p.76 "User Parameters" (switch 03, bit 2).

❒ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If E-mail TX Results is programmed in a User Function key, you can select whether a report e-mail is sent after transmission.

🖉 Note

❒ If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.

❒ If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. See p.32 "Communication Failure Report".

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 03, bit 0).

❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).

❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.

❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.

❒ -- column indicates the Internet Fax was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

3

Communication Failure Report

This report is printed when a message could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Transmission Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

🖉 Note

❒ This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission.

❒ You can select whether to include part of the original image on the report. See p.76 "User Parameters" (switch 04, bit 7).

❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.

❒ Unprogrammed destination column indicates the message could not be sent because the transfer's fax number is incorrect, or not programmed.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead. If E-mail TX Results is programmed in a User Function key, you can select whether a report e-mail is sent after transmission.

🖉 Note

❒ You can switch this report on or off in the User Parameters. See p.76 "User Parameters" (switch 03, bit 5).

❒ To view the report without text Disruption, select a font of even character width in your e-mail application's settings.

❒ If the page was sent successfully, the Page column gives the total number of pages sent successfully.

4. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.

Nd1x00e2.eps

ND1X00E2
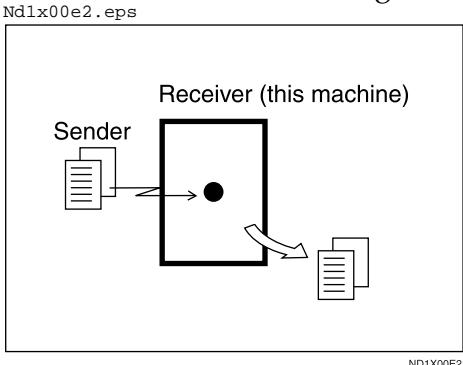
Normally this machine receives messages by Immediate Reception. However, depending on settings or certain conditions, Memory Reception or Substitute Reception is used. See p.33 "Memory Reception". See p.34 "Substitute Reception".

☛ Limitation
❒ The machine may not be able to receive fax messages when free memory space is low.

📝 Note
❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

❖ Reception resolution
This machine supports Standard, Detail, and Fine resolutions for reception. Faxes sent at Detail or Fine resolution will be printed on your machine at Detail resolution. This may differ from the sender's intended resolution. See p.25 "Resolution", *Facsimile Reference <Basic Features>*.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing it.

Nd1x00e3.eps

ND1X00E3
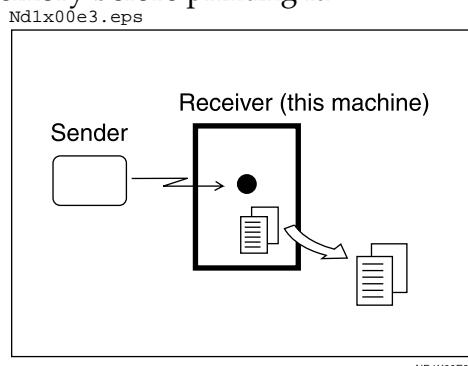
Normally this machine receives messages by Immediate Reception, but Memory Reception is used with the following function:

- Combine 2 originals
  See p.41 "Combine Two Originals".

33

⚠️Important

❒ When about one hour passes after power of the machine is turned off, all fax messages stored in memory will be lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.

❒ The machine may not be able to receive large numbers of messages or messages with high data content. In such cases, we recommend you switch off the above function.

♥ Limitation

❒ The machine may not be able to receive fax messages when free memory space is low.

📝 Note

❒ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

In Substitute Reception, a received fax message is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax messages. Fax messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax messages received, or for only those messages that match a specified condition.

The Receive File indicator lights to let you know when fax messages have been received using Substitute Reception.

ABZ122S
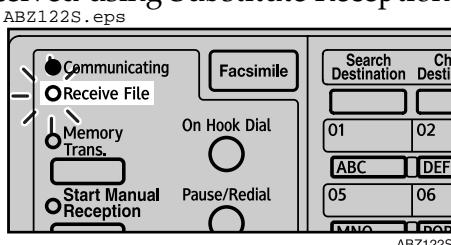
📝 Note

❒ Reception may not take place if there is not enough free memory.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Receiving messages unconditionally

If one of the conditions listed below occurs, the machine receives all fax messages using Substitute Reception.

Problems	Causes	Solutions
⌐ is lit.	Paper is jammed.	Remove the jammed paper. See "⚡Cleaning Misfeeds", *General Settings Guide*.
⌐ is lit.	The cover is open.	Close the cover shown in the display.
The machine is printing with other function.	The machine is busy printing with other function.	The message will be automatically printed after the current job finishes.

Receiving messages according to parameter-specified settings

If one of the conditions listed below occurs, the machine receives only those messages that match the conditions specified in the User Parameters. See p.76 "User Parameters" (switch 05, bit 2,1).

Problems	Causes	Solutions
⬆ is lit.	All trays out of paper.	Add paper. See "⬆Loading Paper", *Copy Reference*.
⬒ is lit.	Toner is empty.	Replace the toner cartridge. See "⬒Adding Toner", *Copy Reference*.

You can specify the following conditions with the User Parameters. See p.76 "User Parameters" (switch 05, bit 2,1).

❖ **When Own Name or Own Fax Number is received**
The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages stored in memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

⚠️**Important**
❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

❖ **Free**
The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

❖ **Disable**
The machine does not receive any messages.

Reception Functions

Forwarding Received Documents

This machine can forward received documents to other destinations pro-grammed in memory based on Own Name, Own Fax Number or sender's e-mail address. If a sender's e-mail address is programmed as the destination, docu-ments received are forwarded as e-mail.

ABZ029S.eps
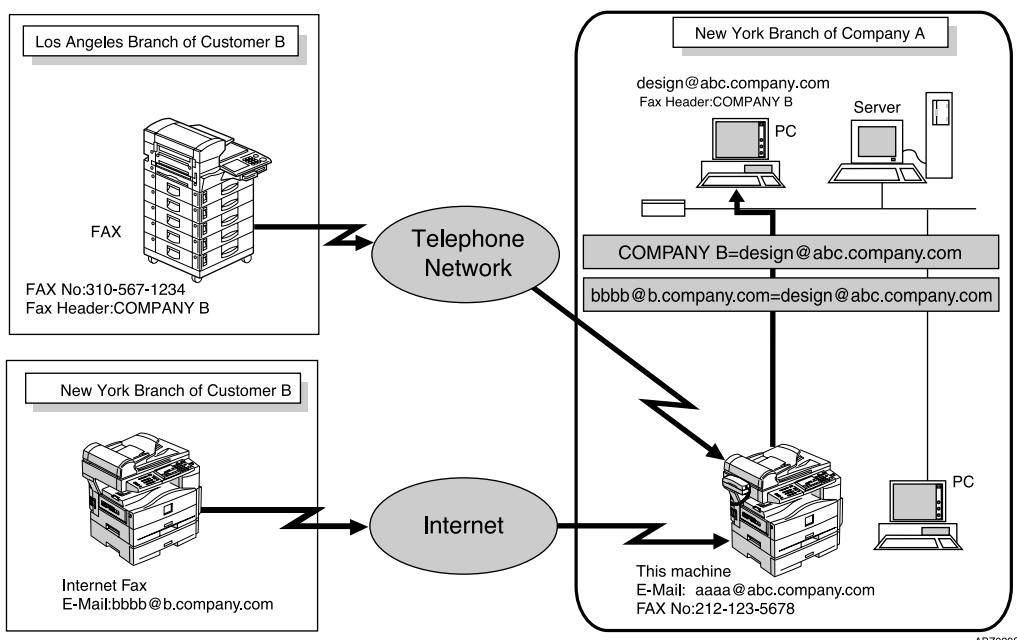
ABZ029S

✎ Note

❒ You need to specify the Forwarding destination in advance. See p.72 "For-warding".

❒ If you want to forward documents to a different destination depending on the sender, see p.84 "Special Senders to Treat Differently".

❒ You can select whether the machine prints out the messages it forwards with User Parameters (switch 11, bit 6). For details, see p.76 "User Parameters".

SMTP Reception Using Internet Fax

You can set SMTP reception with this machine.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine. You can route received e-mail to other Internet Fax machines also.

ABZ030S.eps
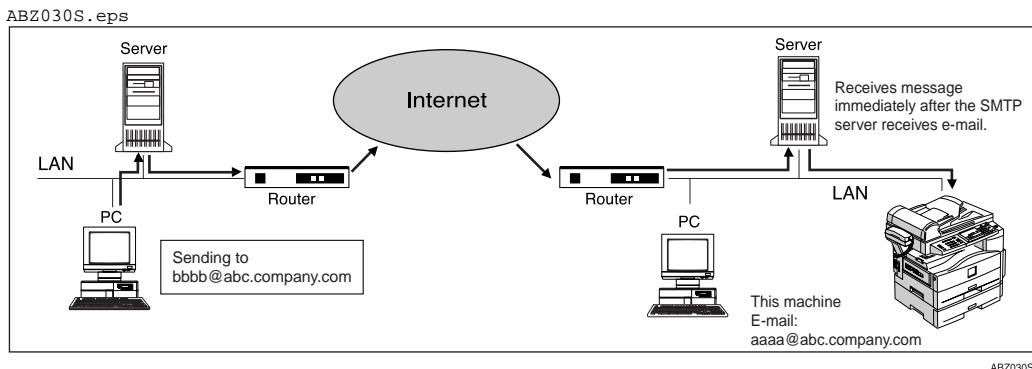
📝 Note

❒ DNS server settings must be made before using SMTP reception. See "Setting Up the Machine on a Network", *Network Guide*.

❒ To use SMTP reception, set the reception protocol to SMTP. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

❒ Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set. Also, the SMTP server sends an error notification to the originator.

❒ If an error is encountered during e-mail reception, reception is aborted, the e-mail is discarded, and Error Report is printed. Also, the SMTP server sends an error notification to the originator.

❒ When the SMTP server attempts to route received documents to this machine while the machine is transmitting an e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

🔎 Reference

Routing E-mail Received via SMTP

E-mail received via SMTP can be routed to other fax machines. It can also be routed to destinations programmed as Quick Dial entries or Groups.

ABZ031S.eps

ABZ031S
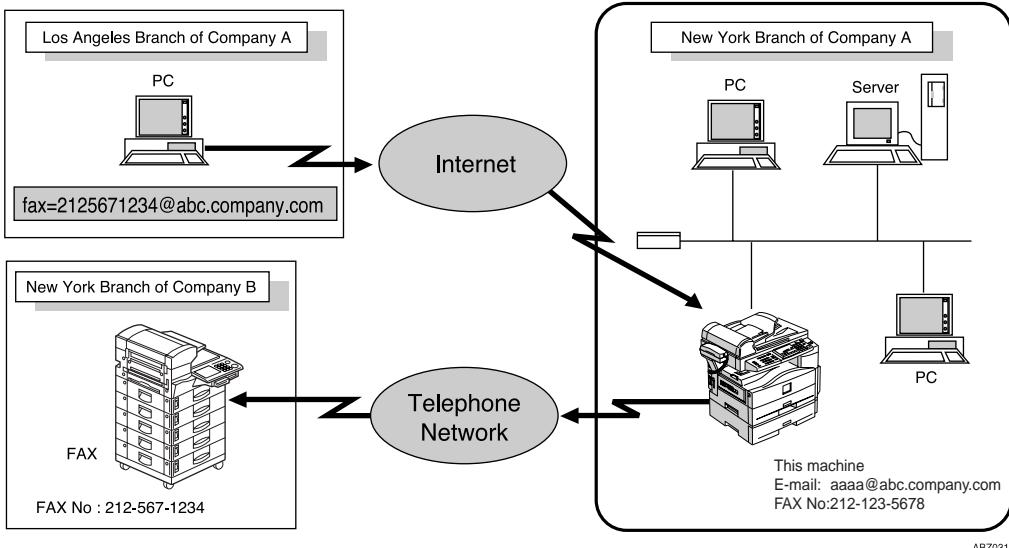
📖 Preparation

Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On". See p.68 "E-mail Settings".

🖉 Note

❒ If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" to "Off", this machine responds with an error message to the SMTP server.

❒ You can make settings that limit transfer to specified originators. See p.68 "E-mail Settings".

❒ Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through this machine simultaneously. For details about specifying the destinations of fax machines, see the following.

☼ **Specifying E-mail Transfer**

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

❖ **Fax Number**
    fax=destination fax number@host name of this machine. domain name
    Example: to transfer to fax number 212-123-4567, specify:
    fax=2121234567@abc.company.com

❖ **Quick Dial Destination**
    fax=#Quick Dial key number@host name of this machine.domain name
    Example: to transfer to the destination number 1:
    fax=#1@abc.company.com

❖ **Group Destination**
    fax=#**Group number@host name of this machine.domain name
    Example: to transfer to the destination programmed under Group number 4:
    fax=#**4@abc.company.com

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive messages sent in the JBIG format through JBIG Transmission.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

⚠️**Important**
❒ Reception is not possible if both the operation switch and main power switch are turned off.

📝 **Note**
❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.76 "User Parameters" (switch 14, bit 0).

❒ You can also have fax messages received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Printing Options

Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received message has been printed.

Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.63 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.

Nd1x00e5.eps
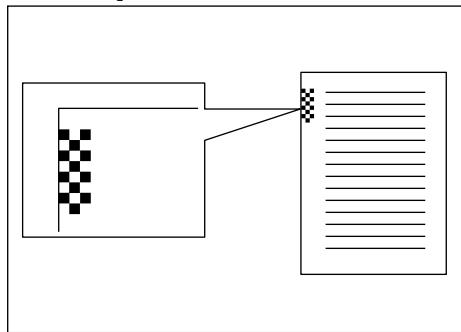
ND1X00E5

Note

❒ You can turn this function on or off using Reception Setting. See p.67 "Reception Settings".

Center Mark

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.

Nd1x00e6.eps
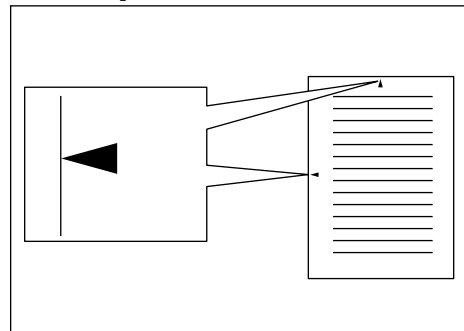
ND1X00E6

Note

❒ The Center Mark may deviate a little from the exact center of the edge.

❒ You can turn this function on or off using Reception Settings. See p.67 "Reception Settings".

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off using Reception Settings. See p.67 "Reception Settings".

🖉 Note

❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

❒ The date and time when the message was printed can also be recorded on the message. If you need this function, contact your service representative.

Combine Two Originals

When two messages of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.
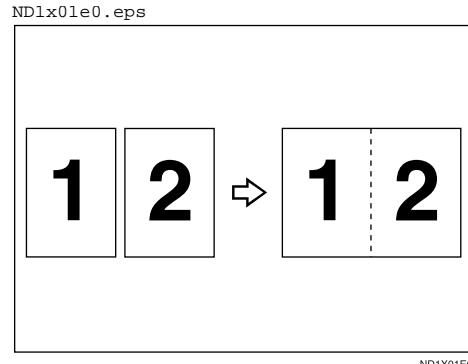
ND1x01e0.eps

ND1X01E0

• Two A5▯ messages are printed side by side on a sheet of A4▱.

✱ Limitation

❒ This function does not work with messages larger than A5▯, B5 JIS▯, A4▱. When A5▱, B5 JIS▱, A4▱ size paper is loaded in the machine, each page of the received message is printed on a single sheet.

❒ If paper matching the size and orientation of a received document is unavailable, Combine Two Originals is not possible.

🖉 Note

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 10, bit 1).

❒ This function uses Memory Reception.

4

41

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the message if the message length is 20 mm (0.79") or longer than the paper used. The message is reduced if it is less than 20 mm (0.79"). When a message is split, an asterisk (*) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.

Nd1x01e1.eps

ND1X01E1
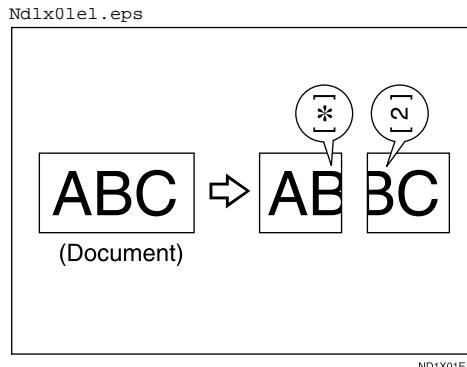
Note

❒ Your service representative can customize this function with the following settings:

- Reduction
- Print split mark
- Overprinting
- Overprinting length
- Guideline for split

❒ You can adjust the overprinting and reduction lengths within the following ranges:

- Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
- Guideline for split: 5-155 mm (5 mm steps)/0.2"-6.1" (0.2" steps)

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. When you receive an Internet Fax, the e-mail address of the sender is printed.

Reference

p.57 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*

Note

❒ You can turn this function on or off in the User Parameters. See p.76 "User Parameters" (switch 02, bit 3).

When There Is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available. For example, if your machine has A4□ and $8^1/_2$"×11"□ loaded and you receive a A5□ size message, check the A5□ column of the table below. The paper size at the top has the highest priority. In this case, since $8^1/_2$"×11"□ is a higher priority than A4□, the message is printed on $8^1/_2$"×11"□.

❖ **Priority Table**

ABZ033.eps

		Received Image Size			
		LG	F	LT/A4	HLT/A5Y
Paper Select Priorities	1	LG	F	LT	HLT
	2	A4	LG	A4	A5
	3	LT	A4	F	LT
	4	F	LT	LG	A4
	5	HLT	HLT	HLT	F
	6	A5	A5	A5	LG
	7	B5	B5	B5	B5

Portrait

Landscape

Image Rotation

ABZ033

Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm (0.79")
Width or Length Priority	Width

• and indicate that the message is split over two pages of paper with the orientation and size shown.

Paper select priority may differ if no page separation threshold is set.

📝 **Note**

❒ Widths that this machine can receive are A4, B4 JIS, and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

❒ The paper size used to print a received message may be different from the size of the sent original.

❒ If you specify a receiving tray with the setting priority under System Settings, the messages may be received in a different order by setting the priority table. The priority tray may be used only when the document received is the same size as the priority tray.

🔎 **Reference**

"Tray Paper Settings", *General Settings Guide*

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function. For example, you may load white A4 or $8^1/_2"\times11"$ paper into tray 1 to use when making copies, and yellow A4 or $8^1/_2"\times11"$ paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting using System Settings. See *General Settings Guide*.

📝 **Note**

❒ When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

Received documents are printed on the paper that has first priority (see p.43 "Priority Table"). This function is set using "User Parameters"(switch 05, bit 05). The default is Off. If there is no suitable size paper, the message "Out of paper" appears. Load suitable size paper, and then press **[Exit]**.

FAX312.tif

```
Out of paper.
Load following paper and
press [Exit].
A4▭                    Exit
```
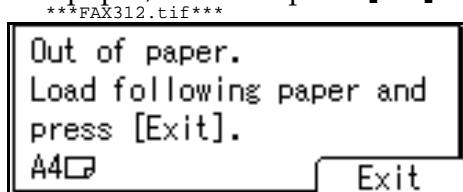
🔋 Limitation

❒ If the paper tray is pulled out or the machine runs out of the specified size of paper, the message will not be printed. Be sure the paper tray is inserted.

❒ The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.

  • If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.

  • If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

📝 Note

❒ You can turn this function on or off with the User Parameters. See p.76 "User Parameters" (switch 05, bit 5).

5. Using Fax with Computers

Sending Fax Documents from Computers

The optional printer/scanner unit is required.

Using computers connected to the machine through parallel ports, IEEE 1394 (IP Over 1394) ports, LANs, or wireless LANs, you can fax documents, created using Windows applications, to other fax machines over a telephone line.

- To send a fax, simply select **[Print]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination.

- In addition to sending faxes, LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.

- To use LAN-Fax Driver, connect this machine to a LAN and make the necessary network settings, and then install LAN-Fax Driver and related utilities on your computer.

ABZ032S.eps

Telephone Network

London Branch of Company A

FAX No:0212-123-5678

Paris Branch of Customer B

Print with the [Print] button.

Specify FAX No:01-56-78-12-34

Computer

Computer

ABZ032S
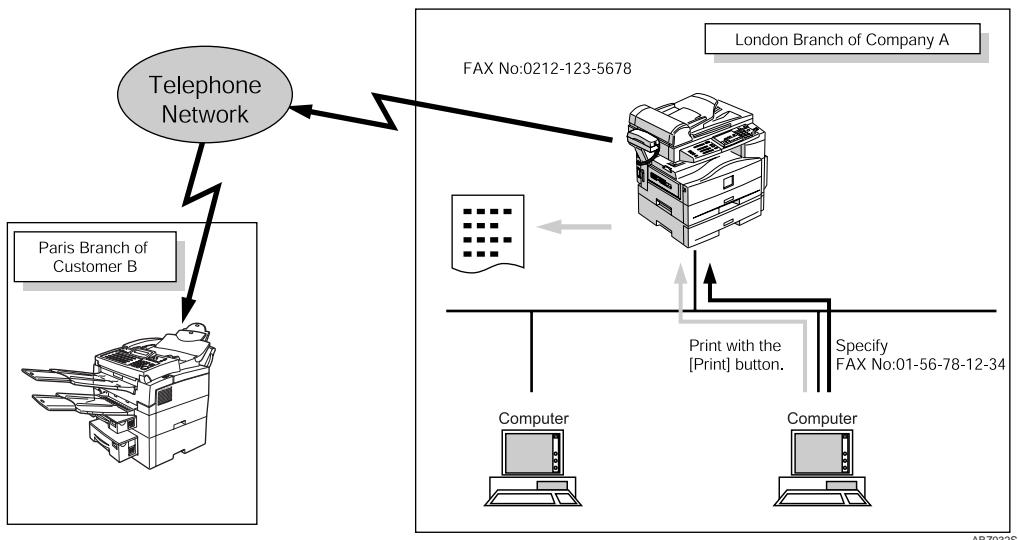
⚠️Important

❒ Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check the machine status using a Web browser.

Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN -Fax driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

$\mathcal{P}$Reference

When a personal computer and the machine are connected in parallel:

See "System Settings (Parallel Connection)", *Printer Reference 2*.

When using Ethernet, IEEE 1394 (IP over 1394), or IEEE 802.11b (wireless LAN):

See "User Tools (System Settings)", *Network Guide*.

Installing the Software

You need to install LAN-Fax Driver on your computer before using the LAN-Fax functions. LAN-Fax Driver is on the CD-ROM included with the printer.

Address Book and LAN-Fax Cover Sheet Editor are installed with LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

✐ Note

❒ The following explanation assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Auto run program

With Windows 95/98/Me, Windows 2000/XP, Windows Server 2003 and Windows NT 4.0, the installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

If your operating system is Windows 2000/XP, Windows Server 2003 or Windows NT 4.0, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

✐ Note

❒ If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 95/98/Me, Windows 2000/XP, or Windows Server 2003.

❒ Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.

❒ If you want to cancel Auto Run, hold down the 【SHIFT】 key (when your system is Windows 2000/XP or Windows Server 2003, hold down the left the 【SHIFT】 key) while inserting the CD-ROM. Keep the 【SHIFT】 key hold down until the computer stops reading the CD-ROM.

❒ Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Installing individual applications

📖 **Preparation**

Before installing the above applications, install SmartDeviceMonitor for Client. See "Installing SmartDeviceMonitor for Client/Admin", *Printer Reference 1*.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

A **Quit all applications currently running.**

B **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

The installer launches automatically, and the language selection window appears.

🖉 **Note**

❒ Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "SETUP.EXE" in the CD-ROM root directory to launch the installer.

C **Select the interface language of the software, and then click [OK].**

D **Click [LAN-Fax Driver].**

The software license agreement window appears.

E **Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next >].**

🖉 **Note**

❒ If you select **[I don't accept the agreement.]**, you cannot complete the installation.

F **Click the [LAN-Fax Driver] check box, and then click [Next >].**

G **Confirm that the [Printer Name: <LAN-Fax M5>] check box has been selected, and then click [Continue].**

🖉 **Note**

❒ Select the desired port.

H **Click [Finish].**

The installation completion dialog box appears.

I **Click [Finish].**

J **Click [Exit].**

5

47

Applications Stored on the CD-ROM

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ **Location of the File**

The following folders are on the CD-ROM:

- LAN-Fax Driver for Windows 95/98/Me
  DRIVERS/LAN-FAX/WIN9X_Me

- LAN-Fax Driver for Windows 2000/XP, Windows Server 2003
  DRIVERS/LAN-FAX/WIN2K_XP

- LAN-Fax Driver for Windows NT 4.0
  DRIVERS/LAN-FAX/NT4

❖ **Operating Environment**

- Computer
  PC/AT Compatible

- Operating Systems
  Microsoft Windows 95/98/Me
  Microsoft Windows 2000/XP
  Microsoft Windows Server 2003
  Microsoft Windows NT 4.0

- Display
  VGA 640×480 dots or more

📌 **Limitation**

❒ All operations cannot be guaranteed depending on the system environment.

❒ When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

📝 **Note**

❒ Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ **Operating Systems**

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ **Operating Systems**

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

Setting LAN-Fax Properties

This section describes how to make settings such as paper size, resolution, and options.

- Paper Size:

- Orientation:

- Tray:

- Resolution:

- Gray Scale: (Windows 95/98/Me)

- Print as graphics (Windows 95/98/Me)

- Reduce 400dpi image data to 200dpi

When this machine is connected to a network, selections for the option configuration are automatically performed.

For details, see Help.

Note

❒ If the options on this machine are not configured as instructed, LAN-Fax functions may fail to work as intended.

❒ If your operating system is Windows 2000/XP, Windows Server 2003 or Windows NT 4.0, log on using an account that has Administrator permissions.

A **On the [Start] menu, point to [Settings], and then click [Printers].**

Note

❒ With Windows XP Professional or Windows Server 2003, select **[Printers and Faxes]** on the **[Start]** menu.

❒ With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

B **Click [LAN-Fax M5], and then click [Properties] on the [File] menu.**

Note

❒ With Windows NT, click **[Document Defaults...]** on the **[File]** menu.

C **Make settings for the option configuration.**

When using Windows 95/98/Me

A **Click the [Paper] tab.**

When using Windows 2000/XP or Windows Server 2003

A **Click the [Advanced] tab.**

B **Click [Printing Defaults...].**

D **Click [OK].**

The option configuration settings are complete.

E **Click [OK].**

Basic Transmission

This section describes how to send fax documents created using Windows applications.

To send a fax, simply select **[Print]** from the Windows application, then select **[LAN-Fax M5]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

Limitation

❒ When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

Note

❒ To send to an Internet Fax destination, the destination must be set in the destination list of this machine beforehand. Use this machine's destination list to specify Internet Fax destinations. E-mail addresses cannot be entered in the LAN-Fax dialog box.

A **On the [File] menu, click [Print].**

49

B Select [LAN-Fax M5] in [Printer Name].

C Click [OK].

The LAN-Fax dialog box appears.

Note

❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

D Specify the destination.

Use one of the following procedures to specify a destination. For details, see Help.

Note

❒ You can select the appropriate line in the **[Line:]** list.

❒ You can specify up to 300 destinations.

❒ The machine can hold up to 64 documents sent using LAN-Fax, as those to be transmitted.

Specifying a destination using a destination list

A **Enter a destination in the [Fax Number:] box.**

When using a destination list:

Enter **[#]** and the registration number.

B **Click [Next Number].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

Note

❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

C **To specify more destinations, repeat steps** A **and** B**.**

Specifying a destination by directly entering a fax number

A **Enter a fax number in the [Fax Number:] box.**

Note

❒ To enter a pause, click **[Pause]**.

B **Click [Next Number].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

Note

❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

C **To specify more destinations, repeat steps** A **and** B**.**

Specifying a destination using Address Book

In order to use this method, you need to program destinations in the address list using Address Book. See p.48 "Address Book".

A **Select a CSV file containing the desired address list, from the drop-down menu.**

Note

❒ Up to three files used most lately appear in the drop-down menu. To use an address list that did not appear, click **[Browse...]**, and then select the file.

B **In the [Name:] list select [Contact], [Company], or [Group], and then select [All] or an initial letter.**

The destinations matching the selected parameters appear.

C **Click the destination to highlight it, and then click [Set as Destination].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

D **To specify more destinations, repeat steps** B **and** C**.**

E **Specify options.**

 🔎**Reference**

p.51 "Attaching a cover sheet"

p.51 "Previewing fax images"

p.53 "Printing and Saving"

p.52 "Specifying options"

If you do not want to specify options, proceed to step F.

F **Click [Send].**

 📝 **Note**

❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.

Attaching a cover sheet

Selecting the **[Attach a Cover Sheet]** check box causes a cover sheet to be attached to the top of the fax document.

The cover sheet includes the following items:

- Company Name as destination info.
- Department Name as destination info.
- Contact Name as destination info.
- Company Name as sender info.
- Department Name as sender info.
- Contact Name as sender info.
- Telephone Number as sender info.
- Fax Number as sender info.
- Date
- Message

 📝 **Note**

❒ To edit the cover sheet, click **[Cover Sheet...]**. See p.55 "Editing Fax Cover Sheets".

Previewing fax images

Selecting the **[Preview]** check box allows you to check how the fax document will be output at the destination.

A **Select the [Preview] check box, and then click [Print] or [Send].**

The **[Preview]** window appears.

B **Check the image, and then click [OK].**

 📝 **Note**

❒ To cancel printing or sending, click **[Cancel]**.

Images on the Preview window are not exactly the same as images to be output.

5

51

Specifying options

You can specify the following options:

For details, see Help.

- Sending at Specific Time
- User Code
- User ID
- Print Fax Header

A **Click [Option...].**

B **Specify options you want to use.**

❖ **To send the fax document at a specific time:**
Select the **[Sending at Specific Time]** check box, and then specify a transmission time.

❖ **To send with a user code:**
Enter a user code into the **[User Code]** field.

❖ **To distinguish fax documents for each user:**
Enter a user ID into the **[User ID:]** field. Use this option when checking the job history using SmartDeviceMonitor for Client.

❖ **To have the header printed on the fax document:**
Select the **[Print Fax Header]** check box.

✐ Note

❒ The user code you specified for this machine must be the same as the one entered in this machine. See *General Settings Guide*.

C **Click [OK].**

✧ Transmission result notification

After you have sent faxes, this function informs you whether the fax was successfully transmitted to its destination or not.

When you use this machine just as a printer, this function also informs you whether data was successfully transmitted to this machine or not.

✐ Note

❒ You cannot receive notification when using SmartDeviceMonitor for Client version 5.0 or earlier.

❒ Transmission results are informed only when connected with a network using SmartDeviceMonitor for Client.

✧ Managing transmission using LAN-Fax Driver

From "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or a Web browser, you can manage transmissions using LAN-Fax Driver. You can view the following information on transmitted files using LAN-Fax Driver.

❖ **SmartDeviceMonitor for Client/Admin**

- User ID
- Status
- Pages
- Started At
- File No.

❖ **Web Browser**

- ID
- User ID
- Status
- Page(s)
- Started At
- Document No.

Reference

For details, see Help.

• •

Printing and Saving

You can print documents created using Windows applications.

You can also save documents in TIF format.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details, see Help.

Note

❐ You can select whether to cause the machine to automatically restart printing when problems such as paper running-out or paper jams are resolved. The machine may not allow LAN-Fax Driver to send documents until it finishes reprinting. See p.76 "User Parameters" (switch 20, bit 1).

❐ When document reprint (switch 20, bit 1) is set to on, you can select the time delay after problems are resolved until the machine restarts printing. See p.76 "User Parameters" (switch 20 , bit 2,3,4,5).

A **On the [File] menu, click [Print...].**

B **Select [LAN-Fax M5] in [Printer Name], and then click [OK].**

The **[LAN-Fax]** dialog box appears.

Note

❐ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

Printing

A **Click [Print].**

Saving as Files

You can save the fax document in TIF format.

A **Select the [Save as file] check box.**

B **Click [Save to...].**

C **Select a folder on the folder tree.**

D **Select a file naming method.**

Note

❐ To manually enter a file name, select the **[Specify file name when saving]** check box. To have the program itself name the file, select the **[Automatically create a new file]** check box.

E **Click [OK].**

F **Click [Save].**

If you have selected **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder. The file name will be RicHH-MMSS.tif (HH: hours, MM: minutes, SS: seconds).

5

G **Enter a file name.**

Note

❒ You can also change the folder in this step.

H **Click [Save].**

The image file is saved in the specified folder.

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details, see Help.

A **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**

The Address Book display appears.

Note

❒ If LAN-Fax Driver has already started up, click **[Address Book...]**.

B **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

C **Edit an existing destination or program a new one.**

Note

❒ You can use files created in CSV format, as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

❒ You can program the Address Book data of this machine in the LAN-Fax's Address Book.

Programming new destinations

A **Enter the destination.**

Note

❒ For **[Line:]**, select G3. Do not select G4, I-G3, G3-2, G3-3, G3 Dir. Auto, or G3 PABX Auto, (unavailable on this machine).

B **Click [Add].**

Editing programmed destinations

A **Select the destination you want to edit in the list.**

The company name should appear in gray.

B **Edit the data.**

C **Click [Update].**

Deleting programmed destinations

A **Select the destination you want to edit in the list.**

The company name should appear in gray.

B **Click [Delete].**

C **Click [Yes].**

D **Click [Close].**

E **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

Note

❒ The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Using the machine's Address Book data as the LAN-Fax's Address Book data

You can retrieve the Address Book data of this machine using SmartDeviceMonitor for Admin and edit it to program in the LAN-Fax's Address Book.

Reference

For more information, see Help on SmartDeviceMonitor for Admin.

Managing the facsimile functions using SmartDeviceMonitor for Admin

Using SmartDeviceMonitor for Admin, you can check information about the machine's facsimile functions and save this information on the computer.

SmartDeviceMonitor for Admin provides the following management functions:

Using **[Address Management Tool]**, you can check information about destinations programmed on the machine, and change the fax numbers and names of these destinations. You can also program new destinations.

Using **[Address Management Tool]**, you can retrieve destinations programmed on the machine and save them on the computer as CSV files. You can then export these to the LAN-Fax Driver Address Book using the Address Book application.

When using SmartDeviceMonitor, enter ASCII characters (for example: a-z, 0–9) to avoid garbled printout and control panel display.

Note

❒ For SmartDeviceMonitor for Admin installation, see *Printer Reference 1*.

❒ For detailed operations, see *Network Guide* and SmartDeviceMonitor for Admin Help.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets. It is necessary to create a cover sheet file before attaching a cover sheet to fax messages using LAN-Fax Driver.

Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the items below using LAN-Fax Cover Sheet Editor.

- Company Name as destination info.
- Department Name as destination info.
- Contact Name as destination info.
- Company Name as sender info.
- Department Name as sender info.
- Contact Name as sender info.
- Telephone Number as sender info.
- Fax Number as sender info.
- Date
- Message

Note

❒ Cover sheet data is stored in its own format (using "fcp" as its extension)

A **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].**

The dialog box of LAN-Fax Cover Sheet Editor appears.

B **Edit the cover sheet.**

Note

❒ For details about operations, see Help.

C **Click [Save as...] on the [File] menu.**

D **Select a folder, and then enter a file name.**

E **Click [Save].**

Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax message.

A **On the [File] menu, click [Print...].**

B **Select "LAN-Fax M5" in "Printer Name", and then click [OK].**

The **[LAN-Fax]** dialog box appears.

Note

❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M5]** for the printer.

C **Click [Cover Sheet...].**

The **[Cover Sheet...]** dialog box appears.

D **Select a cover sheet file from the drop-down list or after clicking [Browse...] in [Select Cover Sheet].**

Note

❒ The selection made in **[Select Cover Sheet]** is not canceled unless you select another file. If you want to change only destination information, skip this step and proceed to step **E**.

E **Enter the destination information.**

Note

❒ You can select **[Use Address Book]**, **[To Whom It May Concern]**, **[Edit Names]**, or **[None]**. Selecting **[Edit Names]** allows you to enter company, department, and person names.

F **To print the date, select the [With a Date] check box.**

G **Enter the sender information.**

Note

❒ You can enter company, department, and person names, and telephone and fax numbers.

❒ To add a message, select the **[With a Message]** check box, and then enter a message.

H **Click [OK].**

I **Specify a destination.**

J **Select the [Attach a Cover Sheet] check box.**

K **Click [Send].**

LAN-Fax Operation Messages

Note

❒ You can have the LAN-Fax Error Report printed when options are not properly selected, or there is a communication error with a computer. See p.76 "User Parameters" (switch 20, bit 0).

Message	Causes and Solutions
Cannot access the printer. Click [retry] to send the data again.	Check the network connection. Check that the power is turned on.
The number of destination entries exceeds the limit. Up to 300 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300.
"LAN-Fax" has already been launched. Cannot launch it again.	The **[LAN-Fax]** dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

LAN-Fax Error Report

This report is printed when options are not properly selected, or a communication error with a computer occurs. Check the error message of the report.

If you entered a user code in the **[Options]** dialog box, this report can be sent to you by e-mail, provided your e-mail address is programmed in the machine. However, if User Code Management is on for fax, the report is not sent.

Note

❒ You can select whether or not a LAN-Fax Error Report is printed. See p.76 "User Parameters" (switch 20, bit 0).

LAN-Fax Result by E-mail

If you entered a user code in the **[Options]** dialog box, the result can be sent to you by e-mail, provided your e-mail address is programmed in the machine.

Note

❒ You can select whether or not a LAN-Fax Result is sent to the specified e-mail address. See p.76 "User Parameters" (switch 20, bit 7). If the message failed to be sent to one or more of the specified destinations, the result is sent regardless of this setting.

Editing Receiver's Fax Information Via Web Browser

When the receiver being programmed or added to the address book is a T.37 full mode compatible type with the Internet Fax function, you can set the following receiver's fax information using a Web browser.

- Compression type
- Paper size
- Resolution

📖 Preparation

Before programming, check the receiver's fax information.

📝 Note

❒ For details, see Help using the Web browser.

❒ When the receiver's fax information is sent back from a T.37 full mode compatible receiver after transmitting an Internet Fax document, pre-existing fax information is overwritten.

❒ Originals are sent at A4 size, even if A3 or B4 JIS is selected as the paper size using the Web browser.

🔎 Reference

p.45 "T.37 Full Mode", *Facsimile Reference <Basic Features>*

A Start up the Web browser on a computer connected to the machine.

B In the **[Address]** box, enter the following characters, and then press the 【Enter】 key of the keyboard:

http://xxx.xxx.xxx.xxx
("xxx.xxx.xxx.xxx"= machine's IP address)

Top Page appears.

C Click **[Administrator Mode]**, and then enter the user name and password.

D Click **[Address Book]** on the left.

The **[Address List]** page appears.

web01.tif
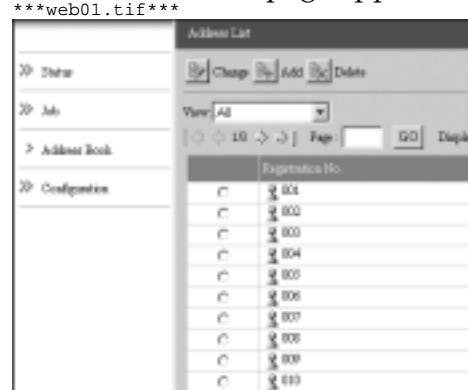
E Set the Internet Fax data format.

When the programmed receiver's fax information changes

A **Click the radio button to select the registration number you want to change, and then click [Change].**

The **[Change User]** page appears.

web02.tif

B **Under [Internet Fax Data Format], set the items of fax information to meet the receiver's specifications, except for [Select mode].**

✐ **Note**

❒ If **[Simple mode]** is selected, the fax information cannot be set. Select the T.37 full mode compatible receiver in step A, when **[Full mode]** is selected.

C **Click [OK] in the upper right.**

The **[Address List]** page appears.

✐ **Note**

❒ To cancel the setting, click **[Cancel]** in the upper right.

When a new destination is added

A **Click [Add].**

The **[Add User]** page appears.

web06.tif

B **Make sure [User] is selected in the [Select User or Group.] list.**

C **Enter the registration number, name, and e-mail address, and then make the necessary settings.**

✐ **Note**

❒ Settings under **[Internet Fax Data Format]** become available after you enter the e-mail address.

D **Under [Internet Fax Data Format], click [Full mode], and then make the other settings according to the receiver's specifications.**

web05.tif

✐ **Note**

❒ If you select **[Simple mode]**, you cannot set the fax information.

E **Click [OK] in the upper right.**

The **[Address List]** page appears.

✐ **Note**

❒ To cancel the setting, click **[Cancel]** in the upper right.

6 **Close the Web browser.**

5

5

6. Facsimile Features

Function List

The User Tools allow you to program your identification, store frequently used numbers and settings, and customize default settings to meet your needs.

The User Tools are grouped by functions so that you can quickly and easily find the desired User Tool.

❖ **Print List/Report**

Description	Reference
• Print Journal • Print TX Standby File List	p.65 "Print List/Report"

❖ **General Settings/Adjust**

Description	Reference
Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected: • Adjust Sound Volume • Program Fax Information • On Hook Release Time • Set User Function Key	p.66 "General Settings/Adjust"

❖ **Reception Settings**

Description	Reference

Allows you to switch the following reception functions on or off:
• Switch Reception Mode
• RX Mode Auto Switch Time
• Authorized Reception
  See p.87 "Authorized RX (Authorized Reception)".
• Forwarding
  See p.87 "Forwarding".
• Checkered Mark
  See p.40 "Checkered Mark".
• Center Mark
  See p.40 "Center Mark".
• Print Reception Time
  See p.41 "Reception Time".
	p.67 "Reception Settings"

❖ E-mail Settings

Description	Reference
• Internet Fax Settings • Maximum E-mail Size • SMTP RX File Delivery	p.68 "E-mail Settings"

❖ Key Operator Tools

Description	Reference
• Communication Page Count • Memory Lock • Forwarding • Parameter Setting • Program Special Sender • Program Memory Lock ID • Select Dial/Push Phone • G3 Analog Line	p.71 "Key Operator Setting"

⋄ Displays

- Press the **[User Tools/Counter]** key to enter User Tools menu.

- You can switch the display using **[▲]** or **[▼]**.

- The selected item is highlighted.

- When you have made all required settings, press the **[OK]** key. If the **[OK]** key is not pressed, the new settings might be canceled.

- Press the **[Cancel]** key to cancel the new settings. The previous display appears.

☼Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (eight digits maximum) to operate the User Tools. This prevents unauthorized people from changing settings.

Note

❒ You can turn the Key Operator Code on or off in "System Settings".

❒ When you set the Key Operator Code to active, enter a code (eight digits maximum) using the number keys and select **[Partial]** or **[All]** to limit access.

- When **[Partial]** is selected:
  Only Key Operator Tools are protected with a Key Operator Code.

- When **[All]** is selected:
  Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the 【User Tools/Counter】 key.

② Press **[Fax Features]**.
If you have selected **[All]**, proceed to step ④.

③ Press **[Key Operator Tools]**.

④ Enter a Key Operator Code (eight digits maximum) using the number keys.

```
***FAX692.tif***
```

┌─────────────────────────┐
│ Enter key operator code, │
│ then press [OK].   │
│   ✳✳✳✳✳✳✳   │
│   │
└─────────────────────────┘

⑤ Press the 【OK】 key.

Note

❒ If you enter a Key Operator Code not programmed, the display will return to that of step ④.

Accessing User Tools (Facsimile Features)

Customize the facsimile settings according to the operations to be frequently performed.

✐ Note

❒ Customized facsimile defaults are kept until the defaults are changed again. The new settings are not canceled by turning off the main power switch or the Operation switch or pressing the 【Clear Modes】 key.

🔎 Reference

For the items that can be changed using System Settings, see "User Tools (System Settings)", *General Settings Guide*.

A Press the 【User Tools/Counter】 key.

The main menu display for default settings appears.

ABZ118S.eps

ABZ118S
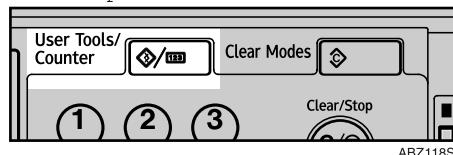
✐ Note

❒ With a Key Operator Code programmed, changing the default causes the Key Operator Code entry display to appear. If this happens, enter the programmed code first. For the Key Operator Code, see the *General Settings Guide*.

B Select **[Fax Features]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX659.tif

The following shows the example of **[On Hook Release Time]** selected under **[General Settings/Adjust]**.

C Select **[General Settings/Adjust]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX660.tif

D Select **[On Hook Release Time]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX693.tif
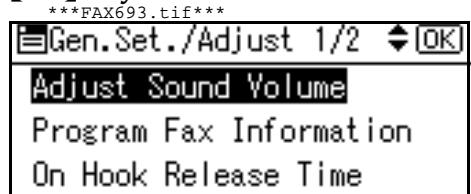
The corresponding setting display appears.

🔎 Reference

p.61 "Function List"

E **Follow the displayed instructions to change the default, and then press the 【OK】 key.**

FAX694.tif

```
Release Time:      1/1 ◀♦▶ OK
 1 minute          3 minutes
 5 minutes         10 minutes
```
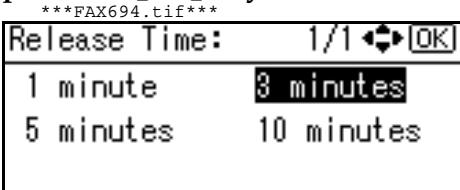
Depending on the menu, you may need to repeat step **E**.

When you have selected the print menu, press the 【Start】 key to print.

✐ Note

❒ If you make a mistake, repeat from step **D**.

Quitting Default Settings

A **After changing the defaults, press the 【Cancel】 key several times.**

The standby display appears.

ABZ123S.eps

ABZ123S
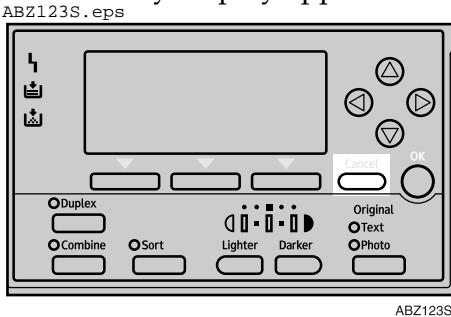
✐ Note

❒ You can also press the 【User Tools/Counter】 key again to directly return to the standby display.

Print List/Report

❖ Print Journal

Use this function to print the journal.

✐ Note

❒ You can also print the journal using the 【Job Information】 key. See p.19 "Printing the Journal".

① Select **[Print Journal]** using 【▲】 or 【▼】, and then press the 【OK】 key.
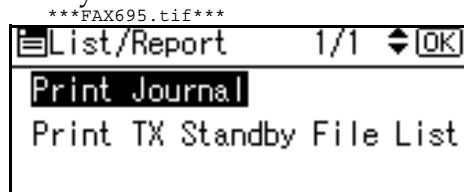
FAX695.tif

```
冒List/Report       1/1 ♦ OK
 Print Journal
 Print TX Standby File List
```

✐ Note

❒ If the machine is currently printing other documents, you cannot proceed to the next step until it stops.

② Press the 【Start】 key.

ABZ106S.eps

ABZ106S
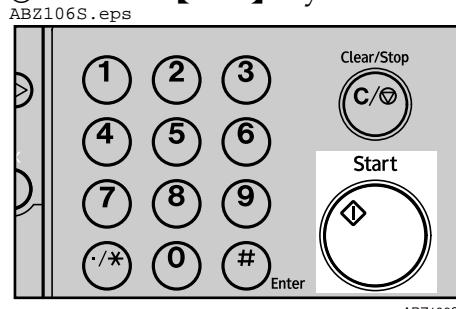
✐ Note

❒ Press the 【Clear/Stop】 key to stop printing the journal.

❒ You can also print the journal using the 【Job Information】 key. See p.19 "Printing the Journal".

6

65

❖ **Print TX Standby File List (Print Transmission Standby File List)**

Use this function to print the transmission standby file list.

① Select **[Print TX Standby File List]** using **[▲]** or **[▼]**, and then press the **[OK]** key.
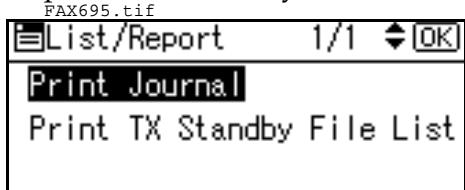
FAX695.tif

```
☰List/Report      1/1  ⬍OK
Print Journal
Print TX Standby File List
```

📝 **Note**

❒ If the machine is currently printing other documents, you cannot proceed to the next step until it stops.

② Press the **[Start]** key.

ABZ106S.eps

ABZ106S
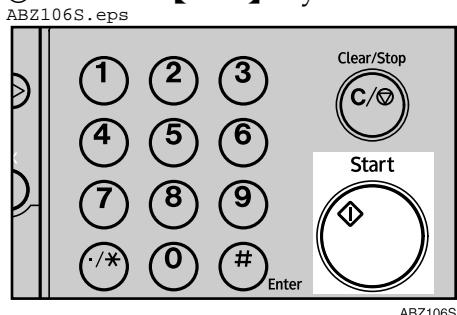
📝 **Note**

❒ Press the **[Clear/Stop]** key to stop printing the TX standby file list.

❒ You can also print the transmission standby file list using the **[Job Information]** key. See p.13 "Printing a List of Files in Memory (Print TX Standby File List)".

General Settings/Adjust

❖ **Adjust Sound Volume**

See p.63 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.
- On Hook Mode
- At Transmission
- At Reception
- At Dialing
- At Printing

❖ **Program Fax Information**

See p.57 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*.
- Fax Header
- Own Name
- Own Fax Number

❖ **On Hook Release Time**

Use this function to specify a time to cancel On Hook Mode after you transmit using On Hook dialing.
- 1 minute
- 3 minutes
- 5 minutes
- 10 minutes

❖ **Set User Function Key**

Frequently used functions programmed as User Function keys are shown on the menu immediately after the power is turned on. The User Function keys can be programmed with the following functions:
- Print Journal
- TX File Status (Transmission File Status)
- RX File Status (Reception File Status)
- Print Fax Header
- Forwarding
- Switch Reception Mode
- Start Manual Reception
- TX by User Code (Transmission by User Code)
- E-mail Options

- Print TX Status Report (Print Transmission Status Report)
- Manual E-mail Reception

① Select User Function key you want to program.
FAX696.tif

```
Press function key (F1~3)
to program/change.
```

② Select the function you want to program in the User Function key, and then press the 【OK】 key.

Reception Settings

❖ **Switch Reception Mode**

Specify the method for receiving fax messages.
- Manual Reception
- Auto Reception

❖ **RX Mode Auto Switch Time**

In Auto Select mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically. You can change the number of rings with the Auto Ring Time.

① Select **[RX Mode Auto Switch Time]** using 【▲】 or 【▼】 and then press the 【OK】 key.
FAX697.tif

```
目Recept.Settings 1/3 ♦OK
Switch Reception Mode
RX Mode Auto Switch Time
Authorized Reception
```
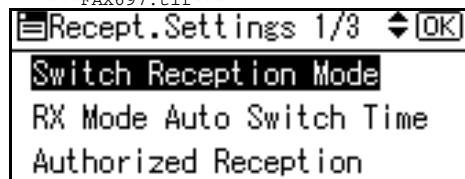
② Enter the number of rings using the number keys, and then press the 【OK】 key.
FAX698.tif

```
Auto Switch Time        OK
Enter ringing time
              8 time(s)
                    <1-29>
```
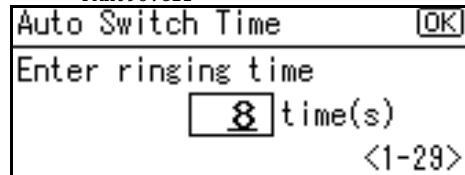
Note
❒ The maximum number of rings is be 99.

③ Press the 【OK】 key.

❖ **Authorized Reception**

Specify whether or not unwanted fax messages are to be screened out.
- On
- Off

❖ **Forwarding**

Specify whether or not received fax messages are to be forwarded to a programmed receiver.
- On
- Off

❖ **Checkered Mark**

Specify whether or not a checkered mark is to be printed on the first page of received fax messages.
- On
- Off

❖ **Center Mark**

Specify whether or not a center mark is to be printed halfway down the left side and at the top center of each page received.
- On
- Off

❖ **Print Reception Time**

Specify whether or not received date and time are to be printed at the bottom of received fax messages.
- On
- Off

6

E-mail Settings

❖ **Internet Fax Settings**
You can select to display **[☎/✉]** or not. When you want to send an Internet Fax, set On to display the icon.
- On
- Off

❖ **Maximum E-mail Size**
Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

- On

- Off

✍ Note
❒ When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.
❒ Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

① Select **[On]** using **[▲]** or **[▼]**, and then press the **[OK]** key.
FAX699.tif

```
Max.E-mail Size:  1/1  ♦ [OK]

 On
 Off
```

② Enter the maximum e-mail size using the number keys.
FAX700.tif

```
Max. E-mail Size:        [OK]

Enter size with No. keys.
       [        ] KB
                  <64-8586>
```

✍ Note
❒ Maximum e-mail size can be between 64 and 8586 KB.

③ Press the **[OK]** key.

❖ **SMTP RX File Delivery (SMTP Reception File Delivery)**
This function is available on systems that allow routing of e-mail received via SMTP. See p.38 "Routing E-mail Received via SMTP".
- On
- Off
When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.
The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.
When the authorized e-mail address is set to "@aaa.abcd.com":
abc@aaa.abcd.com - accepted
def@aaa.xyz.com - not accepted
abc@abcd.com - not accepted

✍ Note
❒ No Error Report is output even when e-mail is discarded.

‑.

① Select **[On]** using **【▲】** or **【▼】**, and then press the **【OK】** key.

FAX701.tif

```
SMTP RX File Del.:1/1  ⬍ OK

 On
 Off

```

② Enter the sending e-mail address with transmission permission.

FAX702.tif

```
Auth. E-mail Address:    OK

Enter address

abc |

```

③ Press the **【OK】** key.

6

69

6

7. Key Operator Setting

Key Operator Tools List

You can also set the line type for the machine connection, program Memory Lock ID, fax destinations, and many other items. In addition, you can check the number of documents transmitted and received.

Function name	Description	Reference
Communication Page Count	Checks the transmission and reception, and totals on the display.	p.72 "Counters"
Memory Lock	Switches the Memory Lock to on or off. To use it, program an ID for printing a message received in Memory Lock mode.	p.75 "Memory Lock"
Forwarding	Transfers received messages to a programmed receiver (forwarding destination).	p.72 "Forwarding"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	p.76 "User Parameters"
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	p.86 "Programming/ Changing Special Senders"
Program Memory Lock ID	Programs an ID required for Memory Lock reception.	p.91 "Programming a Memory Lock ID"
Select Dial/Push Phone	Selects a line type when you connect the machine to a G3 analog line. 📝 **Note** ❒ This function is not available in some areas.	p.92 "Selecting Dial/Push Phone"
G3 Analog Line	Selects whether you connect the machine to a PABX that requires an additional dial number or to the telephone network.	p.93 "G3 Analog Line"

Using Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages

- Receptions:
  Total number of received pages
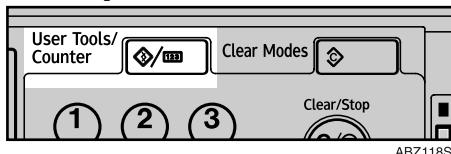
A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

ABZ118S

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif
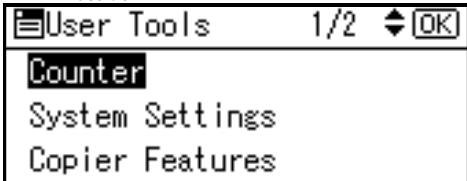
C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

D **Select [Communication Page Count] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX703.tif
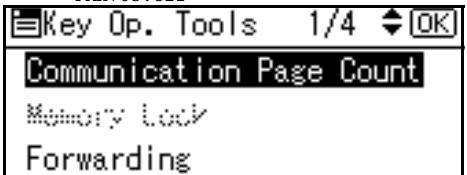
E **After checking the display, press the 【User Tools/Counter】 key.**

FAX704.tif

The standby display appears.

Forwarding

This function allows you to have messages printed on the machine, and sent to a specified End Receiver.

This is useful if, for example, you are visiting another office and would like a copy of your messages to be sent to that office.

📋 **Preparation**

To use this function, set Forwarding under Reception Settings to On (enable). See p.67 "Reception Settings"

❗ **Limitation**

❏ The Forwarding function does not forward messages received with Memory Lock.

❏ You can select end receivers only from among destinations programmed in the Address Book.

7

✐ Note

❒ An e-mail address can be set as the forwarding destination.

❒ If you do not program an End Receiver, the machine performs printing but not forwarding even with the Forwarding function On.

❒ You can program one of the User Function keys with operations for this function. You can then switch the function on or off merely by pressing the User Function key.

❒ If you want to change End Receivers separately according to senders, specify End Receivers for each special sender in "Special Senders to Treat Differently". You can program one receiver per Special Sender. Received messages from unspecified senders will be forwarded to the End Receiver specified here. See p.84 "Special Senders to Treat Differently".

❒ One receiver only can be specified using this function. For multiple receivers, use Group Dial.

❒ You can specify whether or not to print forwarded messages. See p.76 "User Parameters" (switch 11, bit 6).

❒ Deleting a destination specified as an end receiver from the Address Book causes the settings for the end receiver to be deleted. If this is the case, reprogram the end receiver. If the destination has been changed, a message is transmitted to the new destination.

Programming an End Receiver
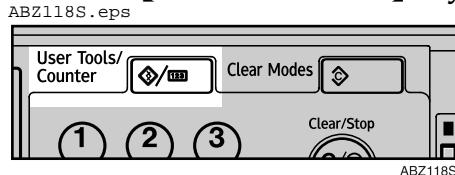
A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

ABZ118S

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif

```
☰User Tools      1/2  ⬍OK
Counter
System Settings
Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

```
☰Fax Features    1/2  ⬍OK
Print List/Report
General Settings/Adjust
Reception Settings
```

D **Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX703.tif

```
☰Key Op. Tools   1/4  ⬍OK
Communication Page Count
Memory Lock
Forwarding
```

E **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX705.tif

```
Forwarding:      1/1  ⬍OK
On
Off
```

7

73
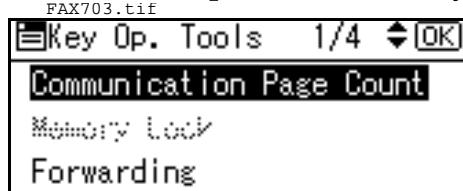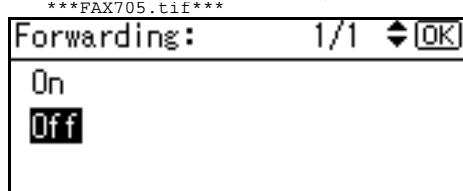
Note

❒ If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press the 【Clear/Stop】 key and proceed to step **F**.

❒ To cancel Forwarding, press the 【Cancel】 key and proceed to step **G**.

F **Specify an End Receiver using the Quick Dial key or searching by the destination list, and then press the 【OK】 key.**

See p.34 "Searching for a Destination", *Facsimile Reference <Basic Features>*.

G **Press the 【User Tools/Counter】 key.**

The standby display appears.

Quitting the forwarding function
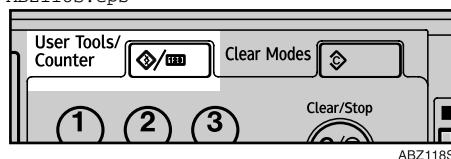
A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif
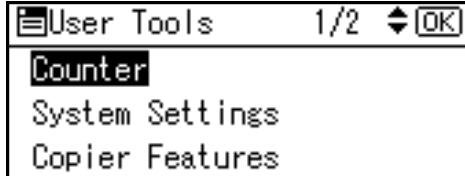
C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

D **Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX703.tif
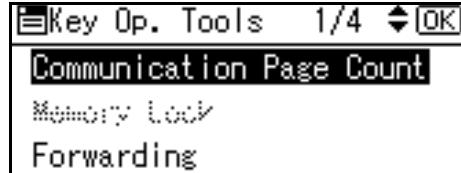
E **Select [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX705.tif
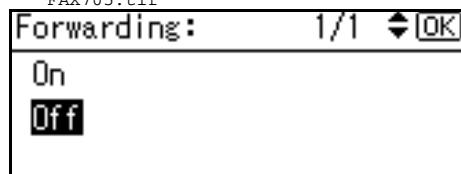
F **Press the 【User Tools/Counter】 key.**

The standby display appears.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages that have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

Note

❒ You can specify whether or not to print a Forwarding Mark in the User Parameters. See p.76 "User Parameters" (switch 02, bit 0).

Gfmten0e.eps
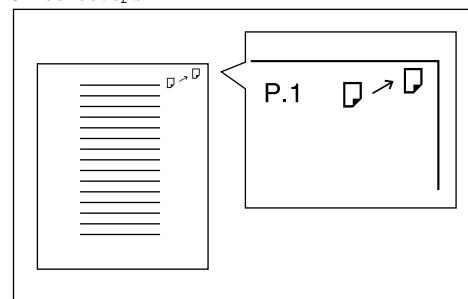
GFMTEN0E

Memory Lock

When you switch Memory Lock on, received messages are stored in memory and not printed automatically. When a message is received in the Memory Lock mode, the Receive File indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents unauthorized users from seeing the message.

📑 Preparation

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. See p.91 "Programming a Memory Lock ID".

🖉 Note

❒ To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently". See p.84 "Special Senders to Treat Differently".

A **Press the 【User Tools/Counter】 key.**
ABZ118S.eps

ABZ118S
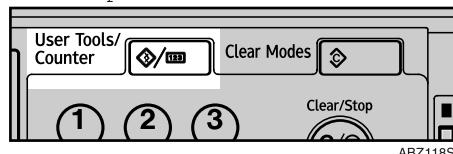
B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX659.tif

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX660.tif

D **Select [Memory Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX706.tif
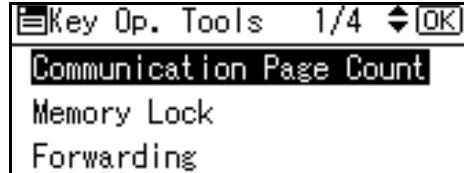
E **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX707.tif
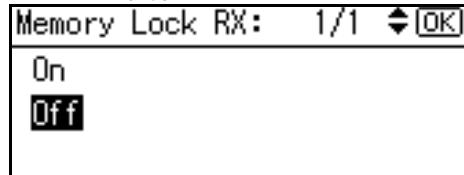
🖉 Note

❒ To cancel this setting, press the 【Cancel】 key. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

7

75

User Parameters

User Parameters allow you to customize various settings to suit your needs.

To change function settings, set the User Parameter Switches.

🖹 Preparation

Access to some User Parameter Settings requires other settings be made beforehand.

❖ Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0"or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0"and"1".

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

❖ User Parameter List

User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
03	0	Automatic printing of the Memory Transmission Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	5	Automatic printing of the Immediate Transmission Result Report	Off	On
	7	Automatic printing of the Journal	Off	On
04	7	Include a portion of the image on reports	Off	On

Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Substitute the reception when the machine cannot print (because all paper trays have run out of paper, toner is empty, or all paper trays are out of order) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty tray alert (Paper Empty Warning) even when one paper tray is empty	Off	On
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Receiving from only specified senders	Receiving all messages except those from specified senders
10	1	Combine two originals	Off	On
	3	Page reduction when printing	Off	On
11	2	Detection of Blank Sheet Transmission	Off	On
	6	Local print when forwarding	Off	On
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (On)	When turning on the operation switch (Off)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List Transmission	Off	On
17	2	Whether you need to press **[Add Dest]** after entering a Quick Dial/Group Dial when broadcasting	Not necessary	Necessary
	7	Receive messages by pressing the **[Start]** key when originals are not set.	Off (The machine does not receive messages by pressing the **[Start]** key.)	On (The machine receives messages by pressing the **[Start]** key .)

7

Switch	Bit	Item	0	1
18	0	Print date with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the LAN-Fax Error Report	Off	On
	1	Reprint documents that could not be printed using LAN-Fax Driver	Off	On
	5, 4, 3, 2	Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver when document reprint (switch 20, bit 1) has been set to on. 0000: 0 minute / 0001: 1 minute / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
	7	LAN-Fax error mail notification	Off	On
21	0	Print results of sending Return Receipt Request message	Off	On
	1	Respond to e-mail reception acknowledgment request	Off	On
	4	Transmit Journal by E-mail	Off	On
	6	Not displaying Network Errors	Off	On
	7	Transmit Error Mail Notification	On	Off
32	0	Forwarding Priority Selection for Fax number or e-mail address	Fax number has priority	E-mail address has priority

7

Changing the User Parameters

⚠️Important

❒ We recommend you print and keep a User Parameter list when you program or change a User Parameter. See p.80 "Printing the User Parameter List".

❒ Do not change any bit switches other than those shown on the previous pages.
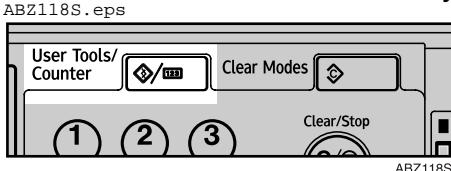
A Press the 【User Tools/Counter】 key.

ABZ118S.eps

ABZ118S

B Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX659.tif

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX660.tif

D Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX706.tif

E Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX708.tif
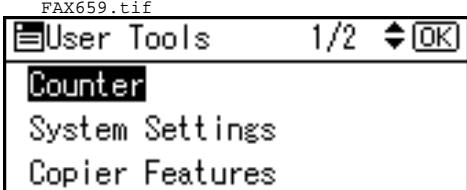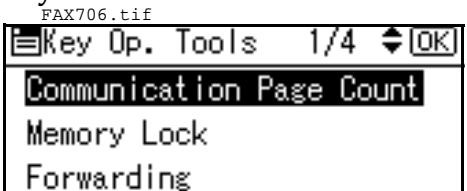
F Select the switch number you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX709.tif

G Select the bit number you want to change.

FAX710.tif
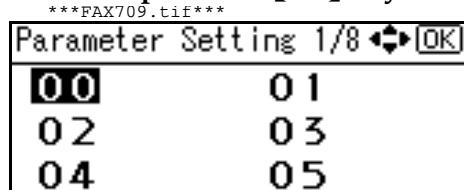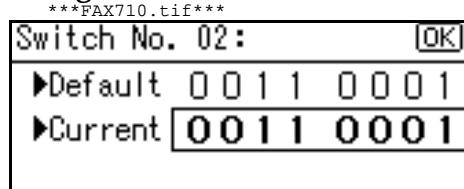
When the bit number is pressed, the current value switches between 1 and 0.

📝 Note

❒ Repeat from step **G** to change another bit number for the same switch.

H Press the 【OK】 key.

📝 Note

❒ To cancel these settings, press the 【Cancel】 key. The display returns to that of step **F**.

I Repeat steps **F** and **H** to change the switch settings.

J After all the settings are finished, press the 【User Tools/Counter】 key.

The standby display appears.

7

79

Printing the User Parameter List

Print this list to see the current User Parameter settings. However, only items of importance or often-used items are included in the list.
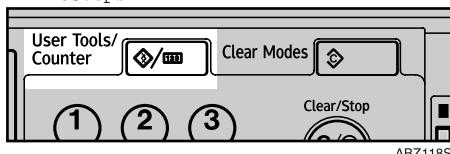
A Press the 【User Tools/Counter】 key.

ABZ118S.eps

ABZ118S

B Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.
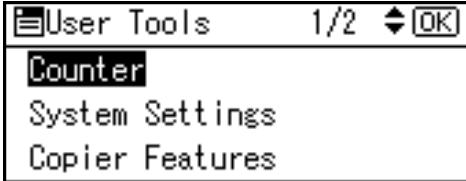
FAX659.tif

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX660.tif

D Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX706.tif
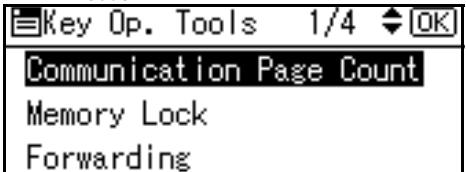
E Select [Parameter Settings List] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX708.tif
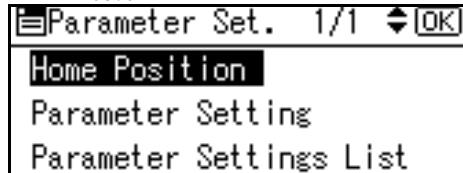
Note

❒ To cancel printing a list, press the 【Cancel】 key. The display returns to that of step **D**.

F Press the 【Start】 key.

FAX711.tif
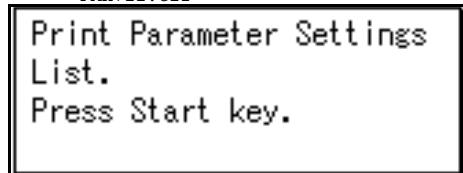
Note

❒ To cancel printing a list after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **E**.

G Press the 【User Tools/Counter】 key.

The standby display appears.

80

Home Position

Items used for transmitting documents can be set as the home positions. When documents are scanned and transmission is completed, items automatically return to their home positions.

❖ **Home Position Setting Functions**

- Image Density
  Allows one of five image density steps to be set as the home position. See p.27 "Image Density (Contrast)", *Facsimile Reference <Basic Features>*.

- Resolution
  Allows either Standard, Details, or Fine to be set as the home position. See p.25 "Resolution", *Facsimile Reference <Basic Features>*.

- Original Type
  Allows either Text or Photo to be set as the home position. See p.26 "Original Type", *Facsimile Reference <Basic Features>*.

- Home Position
  Enables or disables the home position settings. When Home Position is set to on, the home position settings are enabled and items return to their home positions when scanning and transmission are completed.

- Transmission Mode
  Allows either Immediate Transmission or Memory Transmission to be set as the home position. See p.11 "Transmission Modes", *Facsimile Reference <Basic Features>*.

- Label Insertion
  Allows the label insertion as the home position to be set to on or off. See p.9 "Label Insertion".

- Auto Reduce
  Allows the auto reduce as the home position to be set to on or off. When set to on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.

Nd1x02e0.eps

ND1X02E0

7

81
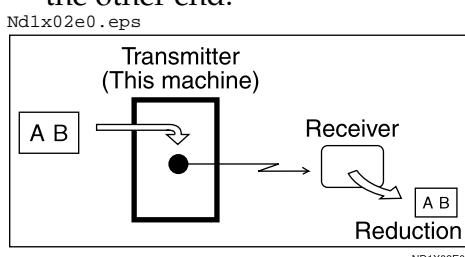
⚠️Important

❒ If you turn this function off, the scale of the original is maintained and some parts of the image may be lost at the other end.

Nd1x02e1.eps
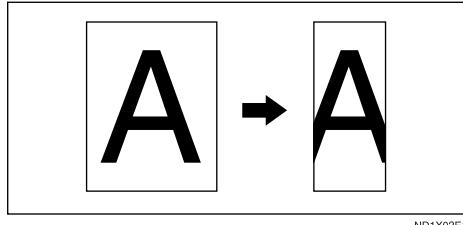
ND1X02E1

- Fax Header
  Allows the fax header as the home position to be set to on or off. See p.8 "Fax Header Print".

❖ **Home Position Parameter List**

Switch	Bit	Item	0	1
00	3,2,1	Image density 000: Normal density 001: The lightest density 010: The darkest density 101: Lighter density 110: Darker density		
	5,4	Resolution 00: Standard 01: Detail 10: Fine		
01	1,0	Original type 00: Text 01: Photo		
	7	Home positioning	Off	On
02	1	Transmission mode	Memory transmission	Immediate transmission
	2	Label insertion	Off	On
	4	Auto Reduce	Off	On
	6,5	Fax header 00: OFF 01: ON		

82

Changing the Home Position

Note

❒ For details about setting parameters, see p.76 "User Parameters".

Follow the procedure below to set the home position parameters.

Important

❒ Do not change any bit switches other than those shown in the above table.
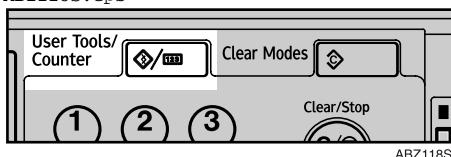
A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

ABZ118S

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif

```
目User Tools      1/2  ◆ OK
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

```
目Fax Features    1/2  ◆ OK
 Print List/Report
 General Settings/Adjust
 Reception Settings
```

D **Select [Parameter Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX706.tif

```
目Key Op. Tools   1/4  ◆ OK
 Communication Page Count
 Memory Lock
 Forwarding
```
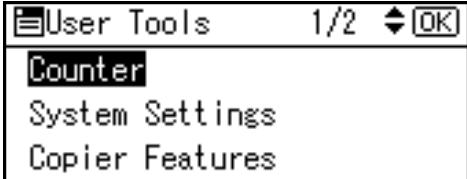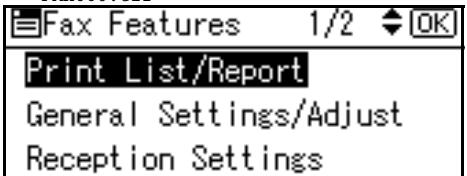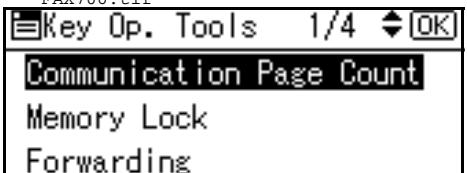
E **Select [Home Position] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX708.tif

```
目Parameter Set.  1/1  ◆ OK
 Home Position
 Parameter Setting
 Parameter Settings List
```
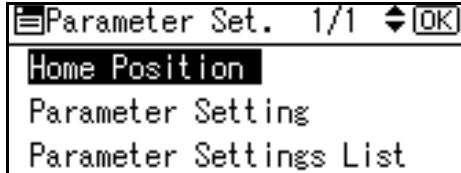
F **Select the switch number you want to change using the scroll keys, and then press the 【OK】 key.**

FAX712.tif

```
Home Position:   1/1 ◆ OK
 00              01
 02              03
```

G **Select the bit number you want to change.**

FAX713.tif

```
Switch No. 00:          OK
 ▶Default 0000  0000
 ▶Current 0000  0000
```
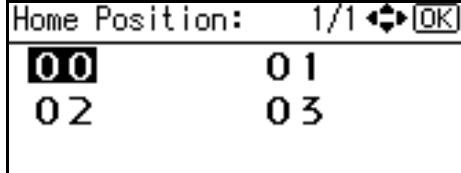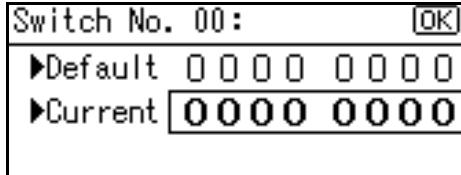
When you press the bit number, the value switches between 1 and 0.

Note

❒ Repeat from step G to change another bit number for the same switch.

H **Press the 【OK】 key.**

To cancel these settings, press the 【Cancel】 key. The display returns to that of step F.

I **Repeat steps F to H to change the switch settings.**

J **When all the settings are made, press the 【User Tools/Counter】 key.**

The standby display appears.

7

83

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following function for each receiver:

- Authorized Reception
- Forwarding
- Memory Lock

Use the Own Name or Own Fax Number to program your receivers. If the receiver has a machine of the same manufacturer, program an Own Name that has already been programmed as a receiver. If the machine is not of the same manufacturer, use Own Fax Number. You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders (Up to 30). A maximum of 24 characters for each name.
- Full/ Partial agreement
  When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ **Using a Full Agreement**

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ **Using a Partial Agreement**

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

Note

❒ You can program up to 30 wild cards.

❒ Spaces are ignored when identifications are compared.

❒ You can use wild cards for the following functions:
  - See p.86 "Programming/ Changing Special Senders".
  - See p.87 "Authorized RX (Authorized Reception)".
  - See p.87 "Forwarding".
  - See p.88 "Memory Lock"

Limitation

❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.

Note

❒ You can program up to 24 characters for the sender.

❒ You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list. See p.19 "Printing the Journal". See p.90 "Printing the Special Sender List".

❒ If you set "Authorized Reception" to "Off" for the Special Sender function in "Initial Set Up", the settings will be the same as the Reception Settings. See p.67 "Reception Settings".

❒ You cannot use the following functions with Internet Fax receptions.

- Authorized Reception
- Memory Lock

❒ To use the Forwarding, with Internet Fax receptions, program the e-mail address of the sender.

❒ To search by partial matching, enter the first characters of the E-mail address (up to the 24th) to use as the destination name.

❖ **Authorized Reception**
Use this function to limit incoming senders. The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and saves wasting fax paper.

📎 **Note**
❒ To use this function, program the Special Senders function, and then select "On" in "Authorized Reception" with "Reception Settings". See p.67 "Reception Settings". See p.76 "User Parameters" (switch 08, bit 2).

❒ Without programming Special Senders, the Authorized Reception function will not work, even if you select "On".

❒ You can select to receive only from programmed senders or receive only from senders other than those programmed in User Parameters. See p.76 "User Parameters" (switch 08, bit 2).

❒ You can change Special Senders in the same way as you program them.

❖ **Forwarding**
Use this function to print received messages, and then transfer them to those receivers programmed beforehand.
It is also possible to forward faxes sent only by senders programmed as Special Senders.

📎 **Note**
❒ If the special sender setting is incorrect, Memory Transmission will not be made, even though "Forwarding" appears on the standby display.

❒ To use this function, program your Special Senders, and then select "On" for "Forwarding" in "Reception Settings". See p.67 "Reception Settings".

❒ If you specify "On" in "Forwarding" and select **[Same as Basic Settings]**, the fax message will be forwarded to the other ends programmed in "Specify End Receiver". See p.72 "Forwarding".

❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end specified in "Specify End Receiver".

❒ You can program e-mail address as the receiver.

❖ **Memory Lock**
Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.
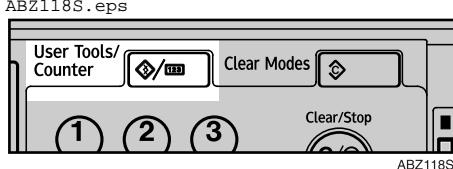
85

$\mathcal{P}$ Reference

p.91 "Programming a Memory Lock ID"

$\maltese$ Limitation

☐ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

Programming/ Changing Special Senders
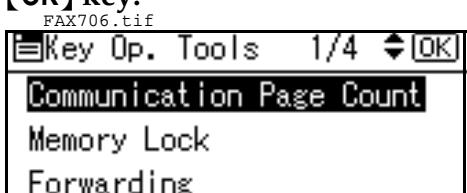
A **Press the 【User Tools/Counter】 key.**
ABZ118S.eps

User Tools/ Counter ◈/▦ Clear Modes ◈

① ② ③ Clear/Stop

ABZ118S

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX659.tif

▤User Tools 1/2 ♦ [OK]

Counter

System Settings

Copier Features

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX660.tif

▤Fax Features 1/2 ♦ [OK]

Print List/Report

General Settings/Adjust

Reception Settings

D **Select [Program Special Sender] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX706.tif

▤Key Op. Tools 1/4 ♦ [OK]

Communication Page Count

Memory Lock

Forwarding

E **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX714.tif

▤Special Sender 1/2 ♦[OK]

Program/Change

Delete Special Sender

Initial Set Up
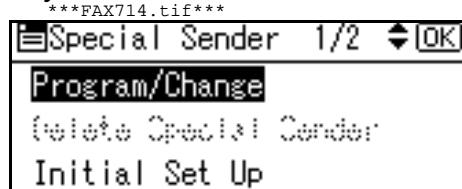
F **Select the destination to program or change using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX715.tif

Prog. Sender: 1/10 ♦[OK]

1:✳Not Programmed

2:✳Not Programmed
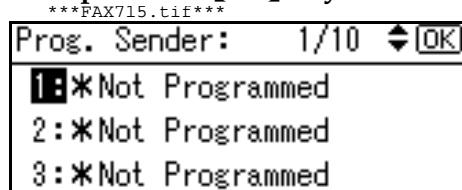
3:✳Not Programmed

When programming a new Special Sender, select **[✳ Not programmed]** using 【▲】 or 【▼】, and then press the 【OK】 key.

G **Enter a destination name and then press the 【OK】 key.**
FAX716.tif

Sender: [OK]

Enter Sender Information.

abc
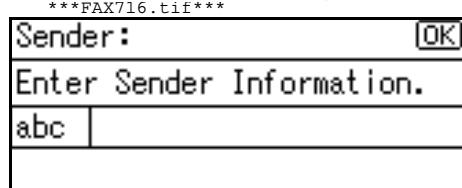
Enter a destination name using Own Name or Own Fax Number.

$\mathcal{P}$ Reference

"Entering Text", *General Settings Guide*

H **Select [Full Agreement] or [Partial Agreement] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX718.tif

Conditions: 1/1 ♦[OK]

Full Agreement

Partial Agreement

7
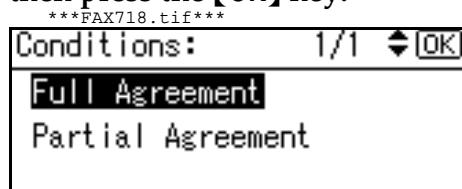
I Select the item you want to program using 【▲】 or 【▼】, and then press the 【OK】 key.

*** FAX717.tif ***

```
≣Program Setting 1/2  ◆OK
 Memory Lock
 Authorized RX
                    Exit
```
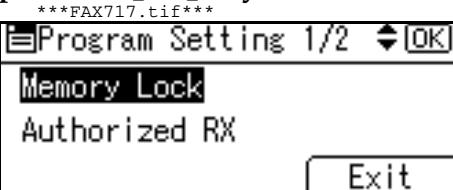
🖉 Note

❒ You must select only the item you want to program.

❒ To cancel these settings, press the 【Cancel】 key. The display returns to that of step **E**.

Authorized RX (Authorized Reception)

A Select [Authorized RX] using 【▲】 or 【▼】, and then press the 【OK】 key.
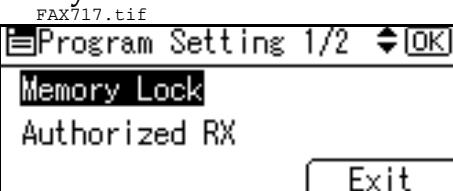
FAX717.tif

```
≣Program Setting 1/2  ◆OK
 Memory Lock
 Authorized RX
                    Exit
```

B Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.

*** FAX719.tif ***

```
Authorized RX:   1/1  ◆OK
 On
 Off
```
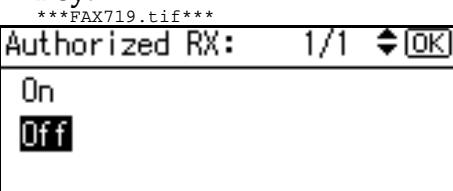
🖉 Note

❒ After you perform step **J**, set "Authorized Reception" of "Reception Settings" to "On". See p.67 "Reception Settings".

Forwarding

A Select [Forwarding] using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX717.tif

```
≣Program Setting 1/2  ◆OK
 Memory Lock
 Authorized RX
                    Exit
```

B Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.

*** FAX720.tif ***

```
Forwarding:      1/1  ◆OK
 On
 Off
 Same as Basic Settings
```

If you select [Off], proceed to step **J**.

🖉 Note

❒ Selecting [Same as Basic Settings] will result in the same setting made for "Forwarding" under "Key Operator Tools". See p.72 "Forwarding".

C Specify an End Receiver.

Use the Quick Dial key or the 【Search Destination】 key to specify an End Receiver.

*** FAX721.tif ***

```
Select Receiver:        OK
Quick Dial/Search Dest. Key
☎
 ☎/✉
```

7

87

D **Press the 【OK】 key.**
```
***FAX722.tif***
```

Select Receiver: 【OK】

OK to set/Clear to deselect

☎[003]Branch B
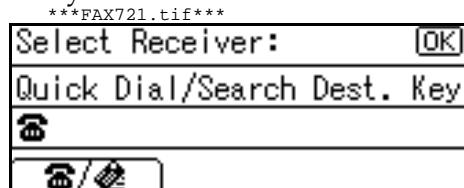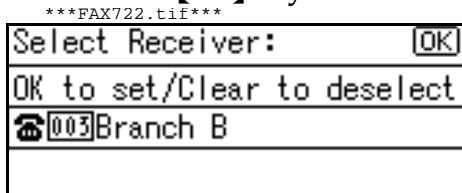
The display returns to that of Step **9**.

✐ **Note**

❒ After you perform step **10**, set "Forwarding" of "Reception Settings" to "On". See p.67 "Reception Settings".

Memory Lock

A **Select [Memory Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**
```
FAX717.tif
```

📑Program Setting 1/2 ♦【OK】

Memory Lock

Authorized RX

                        Exit

B **Select [On] or [Off], using 【▲】 or 【▼】, and then press the 【OK】 key.**
```
FAX720.tif
```

Forwarding: 1/1 ♦【OK】

On

Off
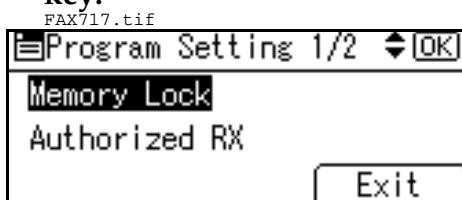
Same as Basic Settings
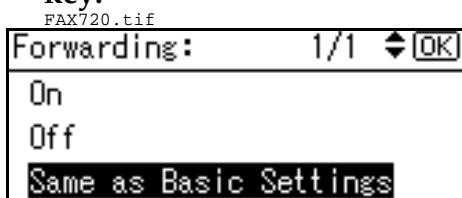
The display returns to that of Step **9**.

✐ **Note**

❒ Selecting **[Same as Basic Settings]** will result in the same setting made for "Program Memory Lock ID" under "Key Operator Tools". See p.75 "Memory Lock".

J **Press [Exit].**

A Special Sender has been programmed.

✐ **Note**

❒ To program another sender, repeat the procedure from step **5**.

K **Press the 【User Tools/Counter】 key.**
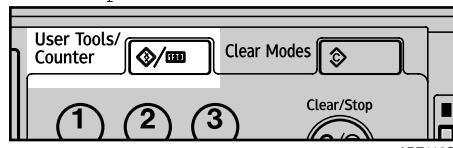
The standby display appears.

Deleting a Special Sender

Use this function to program "Initial Set Up" of a Special Sender.

A **Press the 【User Tools/Counter】 key.**
```
ABZ118S.eps
```


B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**
```
FAX659.tif
```

📑User Tools   1/2 ♦【OK】

Counter

System Settings

Copier Features

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
```
FAX660.tif
```

📑Fax Features   1/2 ♦【OK】

Print List/Report

General Settings/Adjust

Reception Settings

7

D Select **[Program Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX706.tif

```
☰Key Op. Tools  1/4  ↕OK
Communication Page Count
Memory Lock
Forwarding
```
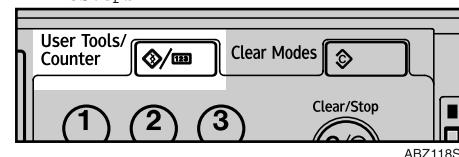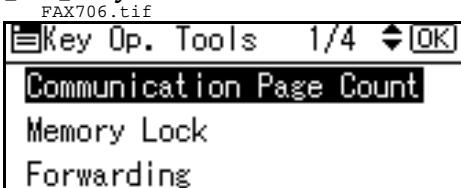
E Select **[Delete Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX723.tif

```
☰Special Sender  1/2  ↕OK
Program/Change
Delete Special Sender
Initial Set Up
```
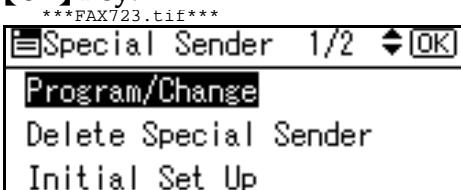
F Select the Special Sender you want to delete using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX724.tif

```
Del.Spec.Sender  1/10  ↕OK
1:01234567890
2:123
3:＊Not Programmed
```

G Press **[Yes]**.

FAX725.tif

```
Deleting selected special
sender. Is it OK?
1:01234567890
                No      Yes
```
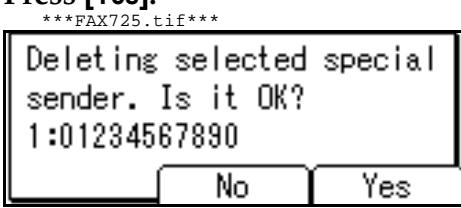
Note

❒ To cancel deleting a special sender, press **[No]**. The display returns to that of step **F**.

H Press the 【User Tools/Counter】 key.

The standby display appears.

Programming Initial Set Up of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender.

A Press the 【User Tools/Counter】 key.

ABZ118S.eps

```
User Tools/
Counter  ◈/▥   Clear Modes  ◈
                         Clear/Stop
  ①    ②    ③
```

ABZ118S

B Select **[Fax Features]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX659.tif

```
☰User Tools  1/2  ↕OK
Counter
System Settings
Copier Features
```

C Select **[Key Operator Tools]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX660.tif

```
☰Fax Features  1/2  ↕OK
Print List/Report
General Settings/Adjust
Reception Settings
```

D Select **[Program Special Sender]** using 【▲】 or 【▼】, and then press the 【OK】 key.

FAX706.tif

```
☰Key Op. Tools  1/4  ↕OK
Communication Page Count
Memory Lock
Forwarding
```
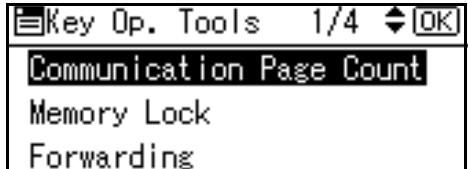
E Select **[Initial Set Up]** using 【▲】 or 【▼】, and then press the 【OK】 key.
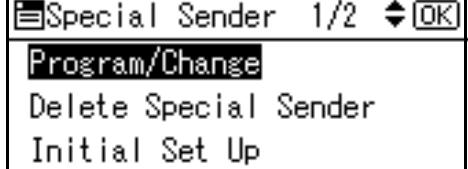
FAX723.tif

```
☰Special Sender  1/2  ↕OK
Program/Change
Delete Special Sender
Initial Set Up
```

7

89

F Select the function you want to program.

```
***FAX726.tif***
Initial Set Up:   1/1  ≑OK
Authorized Reception
Special RX Function
```
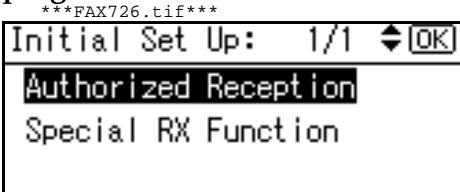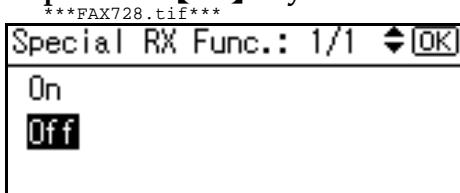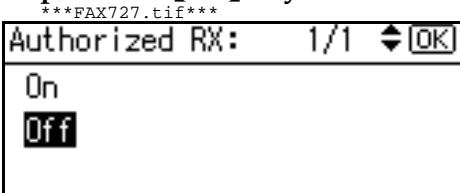
✎ Note

❒ In this feature, "Authorized Reception" has the same settings as "Reception Settings". See p.67 "Reception Settings".

Programming Authorized RX

**A Select [Authorized Reception] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
FAX726.tif
Initial Set Up:   1/1  ≑OK
Authorized Reception
Special RX Function
```

B Select [On] or [Off], and then press the 【OK】 key.

```
***FAX727.tif***
Authorized RX:    1/1  ≑OK
On
Off
```
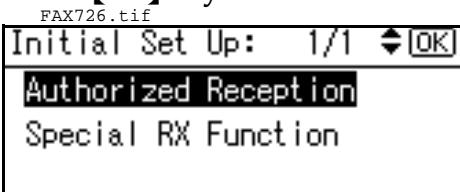
Programming Special RX Function

A Select [Special RX Function] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
FAX726.tif
Initial Set Up:   1/1  ≑OK
Authorized Reception
Special RX Function
```

B Select [On] or [Off], and then press the 【OK】 key.

```
***FAX728.tif***
Special RX Func.: 1/1  ≑OK
On
Off
```
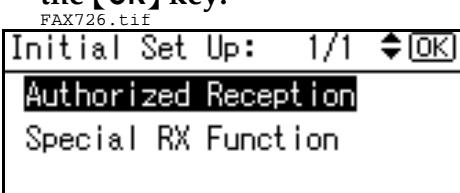
G Press the 【User Tools/Counter】 key.

The standby display appears.

Printing the Special Sender List
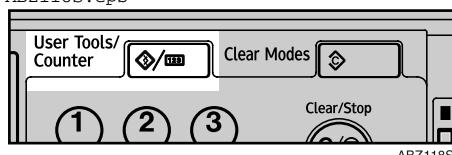
A Press the 【User Tools/Counter】 key.

B Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
FAX659.tif
User Tools        1/2  ≑OK
Counter
System Settings
Copier Features
```

C Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
FAX660.tif
Fax Features      1/2  ≑OK
Print List/Report
General Settings/Adjust
Reception Settings
```

D Select [Program Special Sender] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
FAX706.tif
Key Op. Tools     1/4  ≑OK
Communication Page Count
Memory Lock
Forwarding
```

7
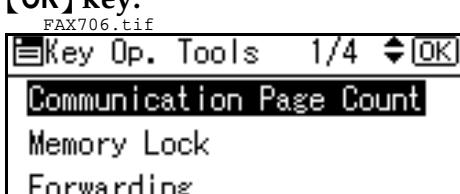
E **Select [Print Special Sender List] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX723.tif

```
≣Special Sender  1/2  ⬍OK
 Program/Change
 Delete Special Sender
 Initial Set Up
```
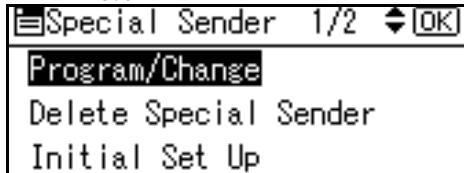
⬥ Note

❒ To cancel printing, press the 【Cancel】 key. The display returns to that of step **E**.

F **Press the 【Start】 key.**

FAX729.tif

```
Print Special Sender
List.
Press Start key.
```

⬥ Note

❒ To cancel printing after pressing the 【Start】 key, press the 【Clear/Stop】 key. The display returns to that of step **E**.

G **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming a Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

⬥ Note

❒ A Memory Lock ID can be any four-digit number, except 0000.
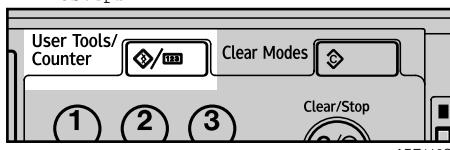
A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

```
User Tools/
Counter  ⬥/▥   Clear Modes  ⬥
   1    2    3        Clear/Stop
                              ▥
                         ABZ118S
```

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif

```
≣User Tools    1/2  ⬍OK
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

```
≣Fax Features  1/2  ⬍OK
 Print List/Report
 General Settings/Adjust
 Reception Settings
```
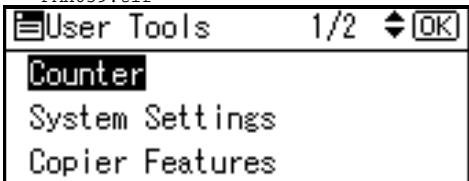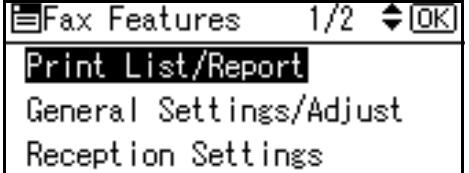
D **Select [Program Memory Lock ID] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX706.tif

```
≣Key Op. Tools  1/4  ⬍OK
 Communication Page Count
 Memory Lock
 Forwarding
```

7

91
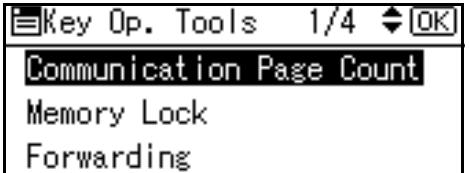
E **Enter an ID using the number keys, and then press the 【OK】 or 【#】 key.**

FAX730.tif

```
Prog. Memory Lock ID:   [OK]
Enter ID with Number keys
         ┌──────┐
         └──────┘
*0000 cannot be used as ID.
```
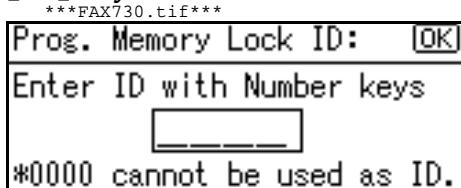
✐ Note

❒ If you make a mistake, press the 【Clear/Stop】 key before pressing the 【OK】 key, and then try again.

To cancel programming an ID, press the 【Cancel】 key. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

Selecting Dial/Push Phone

Use this function to select a line type.

Dial and Push lines are available for selection.

✐ Note

❒ This function is not available in some areas.

A **Press the 【User Tools/Counter】 key.**

ABZ118S.eps

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX659.tif

```
▤User Tools    1/2  ♦[OK]
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX660.tif

```
▤Fax Features   1/2  ♦[OK]
 Print List/Report
 General Settings/Adjust
 Reception Settings
```
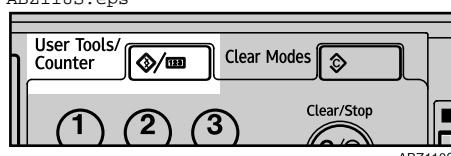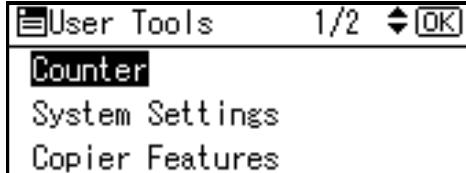
D **Select [Select Dial/Push Phone] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX706.tif

```
▤Key Op. Tools  1/4  ♦[OK]
 Communication Page Count
 Memory Lock
 Forwarding
```
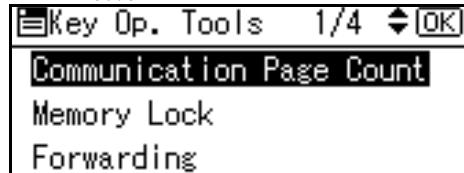
E **Select [Push Phone] or [Dial Phone (10PPS)] using 【▲】 or 【▼】, and then press the 【OK】 key.**

FAX731.tif

```
Dial/Push Phone:  1/1  ♦[OK]
 Push Phone
 Dial Phone (10PPS)
```
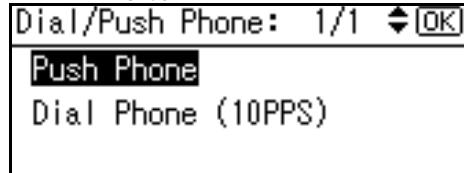
The display returns to that of step **D**.

℘ Reference

p.102 "Selecting the Line Type"

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

G3 Analog Line

You need to make the following set-
tings for the G3 Analog Line before
you connect the machine to a stand-
ard G3 analog line.

- When your machine is connected
  through a PABX, set to Extension.
  If it is connected directly to the tel-
  ephone network, set to Outside.

- Outside Access Number
  Use this setting if your machine is
  connected to a PABX that requires
  you to dial a certain number such
  as "0" followed by a pause to con-
  nect to the outside line. By pro-
  gramming "0" as the PSTN Access
  Number, a pause will be inserted
  automatically after the "0" when
  dialing.

⚠️Important

❒ The set Outside Access Number is
  not used for the dialing using the
  【On Hook】 key or an external tele-
  phone.
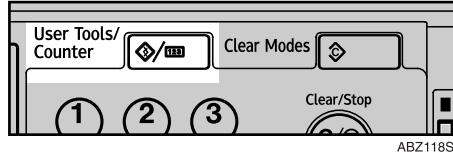
A **Press the 【User Tools/Counter】 key.**

B **Select [Fax Features] using 【▲】 or
  【▼】, and then press the 【OK】 key.**

```
≣User Tools      1/2  ♦ OK
 Counter
 System Settings
 Copier Features
```

C **Select [Key Operator Tools] using
  【▲】 or 【▼】, and then press the
  【OK】 key.**

```
≣Fax Features    1/2  ♦ OK
 Print List/Report
 General Settings/Adjust
 Reception Settings
```

D **Select [G3 Analog Line] using 【▲】
  or 【▼】, and then press the 【OK】
  key.**

```
≣Key Op. Tools   1/4  ♦ OK
 Communication Page Count
 Memory Lock
 Forwarding
```
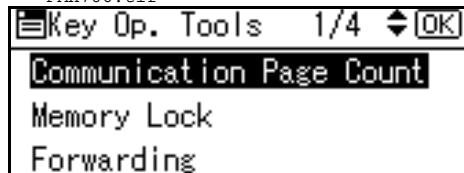
E **Select the item you want to pro-
  gram.**

Extension/Outside

A **Select [Extension/Outside] using
  【▲】 or 【▼】, and then press the
  【OK】 key.**

```
≣G3 Analog Line  1/1  ♦ OK
 Extension/Outside
 Outside Access No.
```

7

93
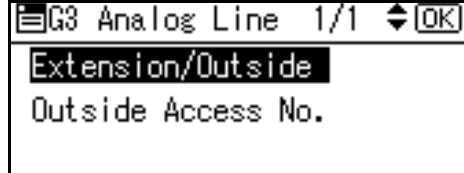
B **Select the item using [▲] or [▼], and then press the [OK] key.**

Selectable items differ depending on the machine destination.

FAX734.tif

```
Ext./Outside:    1/1  ⬍ OK

 Extension
 Outside
```

or

FAX120.tif

```
Ext./Outside:    1/2  ⬍ OK

 NONE
 PREFIX
 GROUND
```

The display returns to that of step A.

✐ Note

❒ When you select **[Extension]**, or **[PREFIX]**, **[GROUND]** or **[FLASH]**, enter the outside access number.

Outside Access No.

A **Select [Outside Access No.] using [▲] or [▼], and then press the [OK] key.**

FAX732.tif

```
☰G3 Analog Line  1/1  ⬍ OK

 Extension/Outside
 Outside Access No.
```

B **Enter the outside access number using the number keys.**

FAX733.tif

```
Outside Access No.:      OK

Enter No. with Number keys.
      [    ]
```

✐ Note

❒ To cancel the entry, press the [**Clear/Stop**] key.

C **Press the [OK] key.**

6 **Press the [User Tools/Counter] key.**

The standby display appears.

94

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it. When the machine is shipped, this feature is turned on.
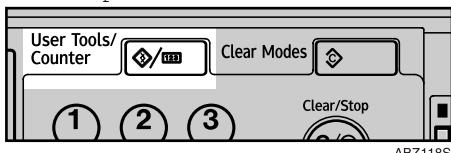
A **Press the 【User Tools/Counter】 key.**
ABZ118S.eps

User Tools/Counter ◈/▥ Clear Modes ◈

① ② ③ Clear/Stop

ABZ118S

B **Select [Fax Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**
FAX659.tif

▤User Tools   1/2 ⬍ OK
Counter
System Settings
Copier Features

C **Select [Key Operator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**
AAN055.tif

▤Fax Features   1/2 ⬍ OK
Print List/Report
General Settings/Adjust
Reception Settings
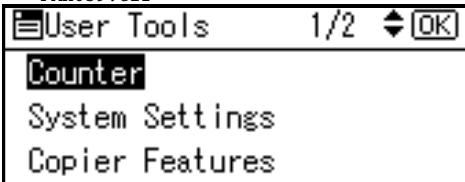
D **Select [RDS On/Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**
AAN069.tif

▤Key Op. Tools   1/4 ⬍ OK
Communication Page Count
Memory Lock
Forwarding
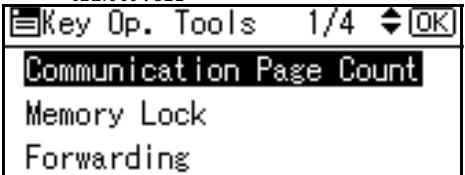
E **Select [On] or [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**
AAN103.tif
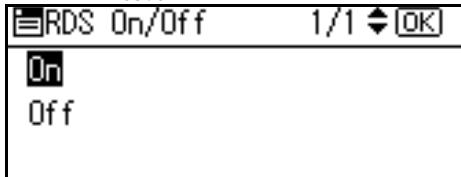
▤RDS On/Off   1/1 ⬍ OK
On
Off

The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

7

95

7

8. Solving Operation Problems

When An Error Report is Printed

An Error Report is printed if a message cannot be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the message.

📎 Note
❒ If an error happens frequently, contact your service representative.
❒ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages not sent or received successfully.

Turning Off the Main Power/In Case of a Power Failure

⚠ **CAUTION:**

> • *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

Even if the main power switch is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. However, if power is lost for about one hour because the main power switch is turned off, there is a power cut, or the power cable is removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission/Reception, Memory Lock, or Substitute Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as the power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, resend it. If a message received by Memory Recepti, Memory Lock on Reception or Substitute Reception was lost, ask the sender to resend it.

🌸**Important**

❒ Do not turn off the main power switch while the power indicator is lit or blinking. If you do, the hard disk and memory may be damaged and failure could result.

❒ Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk and memory may be damaged and failure could result.

❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently present in memory.

❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the main power switch on for about one week after the power loss.

- -

💡**RDS (Remote Diagnostic System)**

If your machine has a problem, a service representative can perform various settings over the telephone line from the service station.

- -

When an Error Occurs Using Internet Fax

Error Mail Notification

The machine sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the key operator's e-mail address when one is specified.

🖉 Note

❒ You can select to send Error Mail Notification with User Parameters. See p.76 "User Parameters" (switch 21, bit 7).

❒ If Error Mail Notification cannot be sent, the Error Report (Mail) is printed by the machine.

❒ If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

🔎 Reference

p.99 "Error Report (Mail)"

p.76 "User Parameters"

Error Report (Mail)

The Error Report (Mail) is printed by the machine when it is unable to send an Error Mail Notification.

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

🖉 Note

❒ After a server-generated error e-mail is printed, the first page of the sent document is printed.

8

9. Appendix

Connecting the Machine to a Telephone Line and Telephone

Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

⚠ *CAUTION:*

• To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

⚠ATTENTION:

• Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

⚠Important

❒ By law in the United States, you must program your phone number identification (your fax number) into your machine before you can connect the public phone system. See p.57 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*.

❒ Make sure the connector is the correct type before you start.

❖ Where to connect the machine

ABZ027S.eps
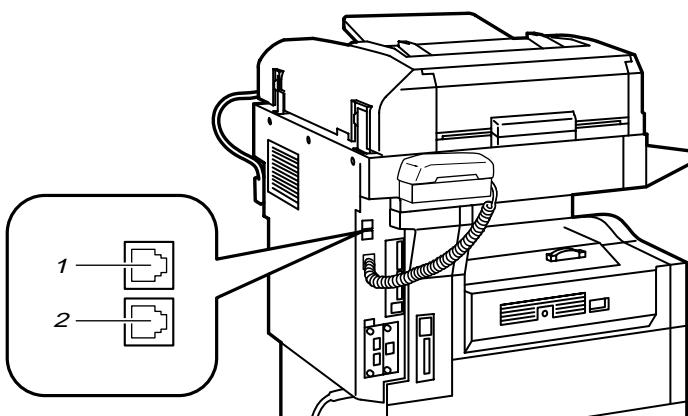
ABZ027S

1. **G3 interface unit connector**   *2.* **External telephone connector**

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

✐ Note

❒ This function is not available in some areas.

Select the line type using "Key Operator Settings". See p.92 "Selecting Dial/Push Phone".

Connecting the Optional Handset or an External Telephone

You can connect the optional handset or an external telephone to the machine.

You can use it for telephone calls.

✐ Note

❒ Some external telephones may not be connected or may suffer reduced functionality.

❏ Limitation

❒ When you use the optional handset or an external telephone with the 【On Hook Dial】 key for telephone calls, you cannot talk with the other party without pressing the 【On Hook Dial】 key after taking off the receiver.

❖ Specifying the handset line type
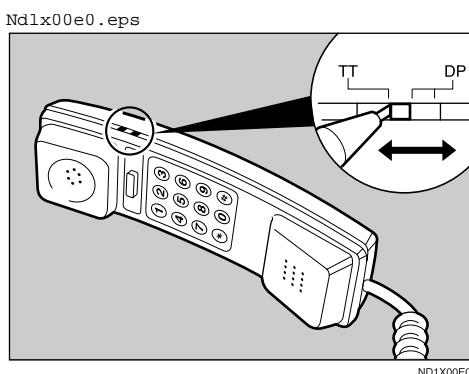
The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

❖ **Adjusting the handset bell volume**

Nd1x00e1.eps

ND1X00E1
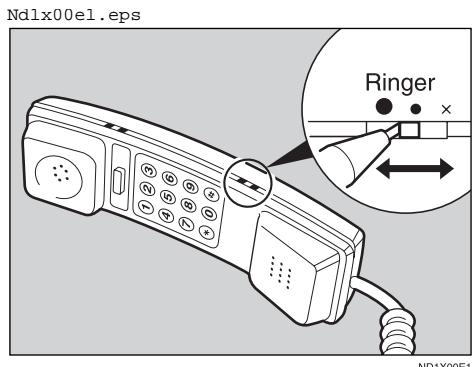
Adjust the handset ringer volume using the volume switch.

9

103

Optional Equipment

Handset

You can make or receive calls by installing the optional handset and dialing manually.

⌕Reference

p.26 "Manual Dial"

9

Specifications

❖ Fax Transmission and Reception

Standard	G3
Resolution	8×3.85/mm•200×100 dpi (Standard), 8×7.7/mm•200×200 dpi (Detail), 8×15.4/mm•200×400 dpi (Fine)
Transmission time	3 seconds at 33,600 bps, Standard resolution
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard size: A4, $8^1/_2$"×11" Irregular size: 216×1,200 mm
Maximum scanning size	216×1,200 mm/$8^1/_2$"×47"
Print process	Printing on standard paper using a laser
Transmission speed	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)

❖ Power Consumption [1]

Low power mode	35 Wh or less
Sleep mode	10 Wh or less
Standby mode	About 75 Wh
Memory Reception	About 77 Wh
Memory Transmission	About 77 Wh
Transmission	About 110 Wh
Reception	About 350 Wh
Maximum power consumption	Less then 900W

[1] The machine configuration is main unit with the ADF, fax unit, printer/scanner unit, and paper tray unit.

❖ Internet Fax Transmission and Reception

Network	LAN : Local Area Network
	Ethernet/10Base-T, 100Base-TX, IEEE1394 (IP over 1394), IEEE802.11b (wireless LAN)
Transmit function	E-mail
Scan line density	Standard (200 × 100 dpi), Detail (200 × 200 dpi), Fine (200 × 400 dpi) [1] in full mode
Maximum scanning size	216×1,200 mm/$8^1/_2$"×47"

9

Communication Protocols	• Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP, IMAP4
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR, MMR compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP, IMAP4-AUTH
Internet communication	Send and receive e-mail with a computer that has an e-mail address
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH, MR, MMR) files and ASCII text. Memory reception only.

[*1] Supported for A4 or smaller size document.

Compatible Machines

This machine can communicate with Internet Fax machines that meet the following specification requirements.

Communication protocols	• Transmission SMTP • Reception POP3, SMTP, IMAP4
E-mail format	• Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed **[text/plain, Image/tiff]** (attached file forms)
Data format	• Profile TIFF Profile S • Coding MH, MR [*1] , MMR [*1] • Original size A3 [*1] , A4, B4 [*1] • Resolution (dpi) $200 \times 100/200 \times 200$ or $204 \times 98/204 \times 196$ or 200×400

[*1] Available in full mode, depending on the other party's settings.

Acceptable Types of Originals

Make sure your originals are completely dry before setting them in the machine. Wet ink or correcting fluid from originals will mark the exposure glass and affect the resulting image.

Acceptable original sizes

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A4 (210×297 mm), $8^1/_2$"×11" (216×279 mm)	1	----
ADF	Fax transmission: A5 ◫ to A4 ◫ (up to 1,200 mm long) $8^1/_2$"×5$^1/_2$" ◫ to $8^1/_2$"×11"◫	30 sheets for ADF (80 g/m², 21 lb)	52-105 g/m² (14-28 lb)

Paper size and scanned area

❖ **Exposure Glass**

CP01AE1N.eps

CP01AE1N

❖ **ADF**

CP02AEE.eps

CP02AEE

9
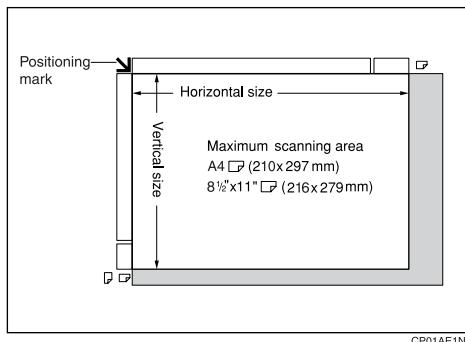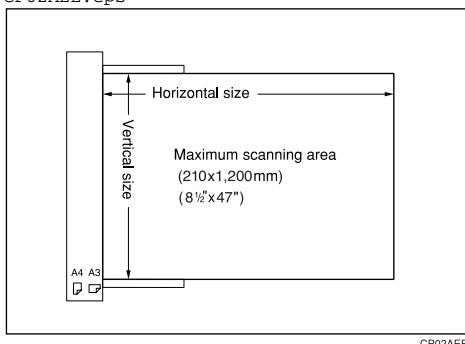
❢ **Limitation**

❒ There may be a difference in the size of the image when it is printed at the destination.

❒ If you place an original larger than A4, $8^1/_2$"×11" on the exposure glass, only an A4, $8^1/_2$"×11" area is scanned.

✐ **Note**

❒ Even if an original is correctly placed on the exposure glass or in the ADF, a vertical margin of 3 mm (0.1") and a horizontal margin of 2 mm (0.8") may not be sent.

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☼Maximum scan area

The maximum scan area is shown below:

- Memory Transmission: 216×1,200 mm/$8^1/_2$"×47" (W×L) from the ADF
- Immediate Transmission: 216×1,200 mm/$8^1/_2$"×47" (W×L) from the ADF

✐ **Note**

❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 210×297 mm/$8^1/_2$"×11" (W×L) (from the exposure glass)

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9

Maximum Values

The following list contains the maximum value for each item.

✎ Note

❒ The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

Item	Description
Memory	3 MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #4Chart>)	Approx. 160
Total number of all documents	200
The number of pages per file	500
The number of pages for all files	500
The number of destinations you can specify for one file	300
The number of destinations you can specify for all files	300
The number of Quick Dials you can program	16
The number of Group Dials you can program	10
The number of destinations you can program in a group	100
The number of digits for Dials	128
The number of transmission records the machine can store	100

9

INDEX

MEMO

MEMO

MEMO